

**Purchasing and Inventory Clerk**

LA Gauge provides ultra-precision machining and optics capabilities to the Aerospace, Defense, and Commercial Industries. We specialize in machining and polishing Beryllium components used in nuclear reactors, guidance systems, satellites, and targeting systems holding machining tolerances to 50 millionths of an inch, and polishing tolerances to the billionths (angstroms).

**Job Functions:**

* Check our clock in/out reports on a daily basis and work with machinists and PC schedulers to make corrections
* Monitor finished goods, hardware and raw material inventory
* Ad-hoc production errands (move parts, pick up/drop off parts)

**Skill Requirements**

* High School Graduate/GED
* Bilingual
* Can be on their feet for long periods of time
* Can make basic updates to our ERP system
* Proficient at Microsoft Excel
* Wants to learn about a machine shop
* Manufacturing Experience (preferred)
* Comfortable working in a fast-paced environment
* Experience in purchasing and/or inventory management (strongly preferred)
* Strong, professional verbal and written communication skills
* Comfortable standing, walking, and lifting material for long periods of time
* Strong attention to detail
* Willing to work under tight timelines to ensure on time delivery of critical and complex hardware

**LA Gauge Offers**

* Competitive pay
* Medical insurance
* Dental insurance
* Vision insurance
* 401K Retirement Plan with 50% Company matching
* Paid Time Off (2 weeks to start)
* Life and AD&D Insurance
* Company pays for job related skill development classes
* Employee bonus referral program

Email resume to nnascimento@lagauge.com - Visit us at [www.lagauge.com](http://www.lagauge.com)