

Inventory & Fulfillment Specialist

AT TKI CNC WE STRIVE FOR TOP-OF-THE-LINE QUALITY, PERFORMANCE AND CUSTOMER SERVICE.

TKI CNC is a small, family-owned, American manufacturer, specializing in premium CNC-machined performance parts and accessories. We produce high-quality, USA-made components for snowmobiles (belt drives, mounts, axles, brake levers, and more), marine fishing gear (rod holders, live poles, mounts, shuttles, ice/open water systems), motocross/dirt bike applications, and related accessories. Our products blend precision engineering, durability, and style to enhance outdoor adventures. Operating from our facility in Billings, Montana, we pride ourselves on innovation, exceptional customer service, and delivering directly to enthusiasts and dealers.

The Inventory & Fulfillment Specialist is essential to our operations, managing accurate inventory tracking and efficient order fulfillment for our growing e-commerce store and dealer network. This hands-on role combines warehouse responsibilities with inventory control to ensure parts and accessories reach customers quickly, correctly, and in perfect condition. You'll help maintain our reputation for reliability in the high-performance aftermarket.

The position may also be responsible for completing tasks including but not limited to assembly and packaging of hardware kits, products and components, & proper labeling within our warehouse. The position will also be responsible for light cleaning to maintain a neat and orderly warehouse.

The position will need to periodically handle heavier boxes of multiple items and retrieve raw materials from the shop and warehouse for processing although most products are under 5lbs and packaged items under 50lbs. Attention to detail is a must.

We can offer flexible scheduling. While most of our work is done Monday thru Thursday between the hours of 7:00 AM and 6:00 PM hours can be done between these times. Weekend work is available with approval.

Duties and Responsibilities:

Order Fulfillment

- Accurately pick, pack, and prepare retail (online) and wholesale/dealer orders based on pick lists and customer/TKI CNC requirements.
- Verify all items, quantities, custom components, and inclusions before packaging.
- Package precision-machined and delicate products securely to withstand shipping (using appropriate protective materials).

- Update & communicate order statuses and issues with customers/leadership on an as needed basis.
- Serve as a back-up to the Operations Lead to process shipments via preferred carriers (USPS & UPS), generate labels, and handle documentation.

Inventory Management

- Track stock levels of necessary components and accessories using our inventory system.
- Coordinate with Shop Supervisor to manage inventory to prevent out of stock items.
- Receive incoming shipments; inspect for quality/damage/shortages, verify against purchase orders, and update records.
- Perform cycle counts, full physical inventories, and reconcile discrepancies as needed and update inventories on an as needed basis.
- Organize and optimize warehouse storage for efficient picking and space utilization.

General Operations

- Maintain a clean, organized, and safe warehouse/showroom environment, adhering to proper safety guidelines.
- Support continuous improvement initiatives to streamline receiving, inventory, picking, packing, and shipping processes.
- Collaborate with production, sales, marketing, and leadership to resolve inventory or fulfillment challenges quickly.
- Lead/Assist assembly staff with projects and assembly as needed.
- Additional duties as assigned.

General Requirements:

We are looking for candidates who:

- Have a strong work ethic, responsible, reliable and on-time
- Attention to Detail
- Enjoys working with their hands on a variety of tasks
- Exhibit a positive attitude
- Works well with others in a fun but stressful environment
- Comfortable with computers, tools (including battery operated power tools)
- Comfortable with loud noises (equipment in shop)
- Are coachable fast learners
- Are interested in learning new tasks and skills
- Self-motivated, and
- Are organized, can maintain a clean work environment
- Able to sign a Non-Disclosure Agreement
- Background in Snow, Marine or Hill Climbing a plus but not required

Job Types: Full-time

Benefits: Flexible schedule, Employee Paid Medical, Employee Discount

Schedule:

- Summer Hours: Flexible Schedule Monday – Thursday: 7am – 6pm
- Weekend availability as needed

Work Location: One location

Send cover letter and resume to jen@tkicnc.com for consideration.