

Kitting Clerk

Meridian is an evolution of over 40 years in industry experience along with cutting edge, user-friendly technology. This combination of integrated services gives us the ability to provide an array of solutions to a diverse customer base.

The Kitting Clerk is responsible for assembling and organizing materials, parts, and components into kits for production or distribution. This role ensures that all necessary items are prepared accurately and efficiently, following company standards and procedures. The ideal candidate has strong attention to detail, organizational skills, and the ability to work in a fast-paced environment.

This role is a full-time, in-person position with ability to commute/relocate to our office in Loves Park, IL 61111. Travel required within 50 miles, less than 10% Benefits include Health, Dental, Vision and Life Insurance and 401k package.

KEY RESPONSIBILITIES

- Assemble and organize components, materials, and supplies into kits based on work orders or job specifications.
- Verify the accuracy of parts and materials included in kits, ensuring completeness before distribution.
- Maintain an organized and clean workspace to facilitate efficient kitting operations.
- Label and package kits according to company guidelines.
- Track and record inventory levels, reporting shortages or discrepancies to the appropriate department.
- Assist in stock replenishment and cycle counts as needed.
- Work closely with the production, warehouse, and shipping teams to ensure timely and accurate kit preparation.
- Follow all safety procedures and company policies to maintain a secure work environment.
- Perform other duties as assigned by the supervisor or manager.

QUALIFICATIONS

- High school diploma or equivalent.
- Previous experience in a warehouse, assembly, or kitting role is preferred but not required.
- Strong attention to detail and organizational skills.
- Ability to work efficiently in a fast-paced environment.
- Basic knowledge of inventory management systems is a plus.
- Excellent communication skills and the ability to work well within a team.



- Must be able to lift up to 50 pounds and stand for extended periods of time.

WHY JOIN MERIDIAN?

- Competitive compensation and benefits package.
- Opportunity to be part of a growing and dynamic team.
- A positive and supportive work environment.
- Comprehensive training and career development opportunities.

Apply today by sending your resume to HR@meridian-direct.com. Thank you for your interest, and we look forward to hearing from you.

Learn more about Meridian by visiting us at:

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