

Job Description

SHIPPING/RECEIVING CLERK

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| Department: | Shipping/Receiving |
| Reports To: | Operations Manager |
| FLSA Classification: | <i>Non-Exempt</i> |

JOB SUMMARY:

The shipping and receiving clerk position verifies and keeps records on incoming and outgoing shipments and prepares items for shipment by performing the following duties to quality and productivity standards.

ESSENTIAL DUTIES:

Operates lift trucks or hand trucks to convey, move or lift materials to proper locations, departments or areas.

1. Operates the stretch wrap banders.
2. Unpacks, examines and routes incoming shipments, rejects damaged items, records shortages, and corresponds with Supervisor or Manager to rectify damages and shortages.
3. Maintains inventory of shipping materials and supplies. Performs all computer functions thru Plex necessary to track various aspects of goods.
4. Responsible for making arrangements (calling) for pick up by the carrier specified on the customer's Shipper
5. Reports defective materials or questionable conditions to the department supervisor.
6. Responsible for keeping an adequate supply of shipping materials on hand at all times.
7. Maintains the work area and equipment in a clean and orderly condition and follows prescribed safety regulations.
8. Required if needed to make pickups and deliveries using a company vehicle.

MINIMUM QUALIFICATIONS:

- Must have a high school diploma or GED
- Must have at least 6 months previous manufacturing experience
- Must be able to lift up to 50 lbs. on a regular basis
- Must be fluent using a computer
- Must have reliable transportation

PREFERRED QUALIFICATIONS:

- Licensed forklift truck operator
- Organizational Skills
- Technical Capacity
- Initiative
- Thoroughness
- Time Management
- Communication Proficiency

PHYSICAL AND MENTAL DEMANDS:

- Must be able to lift 50 lbs. on a regular basis
- Must be able to read gauges
- Must be able to wear eye and hearing protection
- Must be able to read and understand English language
- Must be able to use basic math skills
- Must be able to stand 10-12 hours a day
- Must be able to work in a hot environment up to 120 degrees

The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

WORKING ENVIRONMENT:

- Hot environment up to 120 degrees
- Loud machinery
- Air conditions include foundry dust

The work environment characteristics described here are representative of those an individual encounters while performing the essential functions of this position.