



## Job Description

**Job Title:** Shipping and Receiving Clerk

**Department:** Production

**Supervisor:** Fulfillment Manager

**FLSA Status:** Nonexempt

**Prepared By:** Jason Michael

**Prepared Date:** 11/08/2017

**Approved By:** Jennifer Wargo

**Approved Date:** 11/08/2017

### Summary

Responsible for the complete receipt, storage and inventory cycle counts of inbound material: packaging and shipping of outbound products. Accurately update the organizations accounting software as it applies to receipt and shipment of orders.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Receive inbound material, comparing physical counts to packing lists and other various documentation.
- Perform quality inspection during receiving or shipping. Notify the Fulfillment Manager immediately with and damage, quality issues, or discrepancies.
- Compare receipt documentation to company purchase orders, and input receipt data into company accounting software.
- Distribute received material to staged job assemblies or inventory shelving system.
- Package, palletize, or crate new outbound shipments, utilizing adequate packaging protocol to prevent damage during transit, and relay accurate weights and dimensions to the Fulfillment Manager to assign the appropriate freight agent.
- Prepare, affix and include any relevant shipping documents to the shipment.
- Unload, and load inbound and outbound trucks.
- Maintain a clean, organized warehouse and inventory system.
- Ensure all pallet spaces, parts bins and designated areas are marked legibly, with proper part number per the inventory system. Include descriptions, if feasible.
- Pull and stage BOM components as assigned, ensuring accurate quantity count is recorded on BOM as material is staged and received.
- Maintain shop tools and equipment ensuring their safe operation and functionality always. Report any defects, or repairs as needed.
- May assist Assembly Technicians with project assemblies as needed.
- Observes and enforces all applicable OSHA safety rules and maintain a safe working environment.
- Keeps safety glasses, work gloves and other safety gear ready and available for use.
- Reports immediately any accidents or security issues.
- Supports and fosters continual process and product improvement.



- Supports and participates in the organization's Continual Improvement Program to conform to ISO 9001:2015 requirements by complying with the Quality Policy and procedures and meeting QMS objectives.

### **Supervisory Responsibilities**

This job has no supervisory responsibilities.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- Cooperation - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.
- Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
- Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.
- Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- Quantity - Meets productivity standards; completes work in timely manner; strives to increase productivity; works quickly.
- Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

High school diploma or general education degree (GED); higher education in business development preferred. Three years related experience and/or training; or equivalent combination of education and experience. Experience working in an ISO 9001:2015 environment preferred.

**Language Skills**

Ability to speak, read and write in English. Bi-Lingual in Spanish a plus, but not required. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Mathematical Skills**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**Reasoning Ability**

Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

**Computer Skills**

To perform this job successfully, an individual should have basic knowledge of Microsoft Office, including Word, Excel, PowerPoint and Outlook; and be able to adapt to and learn new software.

**Certificates, Licenses, Registrations**

Must be apply for and receive a TWIC card within the first 120 days of employment.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable



accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to the production environment and thus, moving mechanical parts. The employee must comply with any safety or PPE requirements. The noise level in the work environment is usually moderate.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

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**ACKNOWLEDGED: Supervisor / Manager Signature**

\_\_\_\_\_  
**Date**

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**ACKNOWLEDGED: Employee Signature**

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**Date**

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**PRINT: Employee Name**