



Job Title: Receiving Clerk

Essential Functions:

1. Unload all freight. Review all freight bills and verify count on cartons; noting discrepancies on freight bills.
2. Review all packing slips for proper documentation.
3. Report all discrepancies to proper purchasing agent for corrections or acceptance.
4. Visually check cartons and products for defects or damage. Report findings to quality control receiver and warehouse manager.
5. Verify quantity and part number before processing of product.
6. Perform all data entry of purchased items including Quality Control process and outside processes according to company procedures.
7. Forward all completed packing slips to accounting department.
8. Label all products with proper part number and description.
9. Stock all items in proper warehouse location, practicing FIFO.
10. Notify warehouse manager of all warehouse location changes.
11. Review all items received for back orders, process each as required and deliver items to proper staging area or work area.
12. Assist quality control receiver when required.
13. Perform cycle count and yearly physical inventory as determined by warehouse manager.
14. Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.
15. Operate warehouse equipment such as; pallet jacks and forklifts.

Required Education and Experience:

1. High School or equivalent required
2. One to two years' warehouse/receiving experience
3. Forklift certification or able to obtain the same
4. Computer literate, interact and communicate verbally and in writing

Work Environment:

1. Well-lighted, heated and/or air-conditioned indoor office/production setting with adequate ventilation and moderate noise.
2. May work with or near moving mechanical equipment.

Physical Demands:

1. Moderate physical activity performing non-strenuous daily activities of a productive/technical nature to work from a sitting or standing position.
2. Manual dexterity sufficient to reach/handle items and work with the fingers.
3. Must be able to stand 25%, walk 25%, sit 25%, usage of hands 25% and with the ability to lift up to 70 pounds.