



## Job Description: Shipping & Receiving Clerk

### **Classification**

Nonexempt

### **Salary Range**

As posted

### **Reports to**

Shop Manager

### **JOB DESCRIPTION**

#### **Summary**

Under the supervision of the Shop Manager, this position performs the functions of shipping and receiving, material handling, inventory management and record keeping for incoming and outgoing shipments of company products and vendor parts necessary to manufacturing of products; stores and distributes material, tools, equipment and products within the warehouse, ensures accuracy and timeliness of all job functions; verifies and keeps records on incoming and outgoing shipments and prepares items for shipment by performing the following duties to quality and productivity standards.

This position may also be required to perform the functions of the Machine Shop Helper job description as needed.

#### **Essential Functions**

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

1. Unpacks, examines and routes incoming shipments, rejects and reports defective or damaged items, records shortages. Receives and processes all defective parts returned for replacement or credit.
2. Completes incoming inspection testing, confirmation of certificate of conformance and reconciliation of receiving/purchase documentation.
3. Distributes documentation and notifies and/or delivers incoming product to end user.
4. Maintains raw material and critical supply inventories, including shipping materials and supplies.
5. Responsible for managing all outbound shipments, including preparation of paper work in software accounting system, management of packaging materials inventories, packaging of product to be shipped, and arrangement of transportation services.
6. Performs general housekeeping, maintenance and organization of the dock and inventory areas to ensure the warehouse is maintained, clean, accessible and safe.
7. Operates lift trucks or hand trucks to convey, move or hoist materials to proper departments or areas, and assist unloading trucks.
8. Operates crimp tools, stretch wrap banders, and other packaging tools.

9. Performs final production processing such as cleaning, masking, marking, inspection, wrapping, and packing of parts and other tasks as required facilitate and expedite timely shipping of orders according to shipping instructions specified on the customer's purchase order.
10. Required to make pick-ups and deliveries to suppliers for parts and raw materials using a company van.
11. Assemble customer orders from stock and place orders on pallets or shelves, or relocate orders to a holding area or shipping department.
12. Assist in counting of physical inventory.
13. Make a positive contribution to maintaining a workplace that is healthy, safe, neat and tidy.

## **Competencies**

1. Organizational Skills.
2. Initiative.
3. Thoroughness.
4. Time Management.
5. Communication Proficiency.
6. Ability to use hand tools.
7. Flexibility, dependability, and attention to detail.

## **Supervisory Responsibility**

This position has no supervisory responsibilities.

## **Work Environment**

This job operates in a machine shop shipping & receiving environment, with some outdoor exposure during the workday. This role routinely uses standard office equipment such as phones, computers, printers, photocopiers, scales, and standard warehouse equipment such as hand trucks, box cutters and tape dispensers. This position may also be required to operate a Class 4 powered forklift.

## **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.

While performing the duties of this job, the employee is regularly required to use their fingers and hands to handle or feel; reach with hands and arms; and talk or hear. This position is very active, and the employee frequently is required to stand; walk; and stoop, kneel, crouch or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move objects up to 10 pounds, frequently lift and/or move objects up to 50 pounds, and occasionally lift and/or move objects that weigh more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## **Position Type and Expected Hours of Work**

Days and hours of work depend on part-time or full-time status, but are generally Monday through Friday during business hours of 7:00am-3:30pm.

## **Travel**

No travel is expected for this position.

## **Required Education and Experience**

1. High school diploma or GED, or equivalent years of experience.

2. One year of related warehouse experience.
3. A valid California driver's license and a good driving record without any restrictions
4. Ability to read and write English, comprehend and follow verbal and written instructions, and use simple math.
5. Proficient using a PC in a Windows environment

### **Preferred Education and Experience**

1. Two or more year of related warehouse experience, preferably in a manufacturing environment.
2. Experience using Manufacturing software for scheduling, inventory, and warehouse functions.
3. Some experience with Microsoft Outlook, Word & Excel, and label printing software.
4. Licensed forklift truck operator.

### **Additional Eligibility Qualifications**

None required for this position.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.