



Employee Requisition Form

Position to Be Filled: Receiving Clerk

Purpose: Responsible for inspecting, verifying, and assisting in storage of incoming goods.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Receives “wrap and pack” orders.
- Compares identifying information and quantities on the packing slip/invoice against the Purchase Order, counts all items for verification, and indicates any discrepancies to the Supervisor, Buyer and Manager.
- Determines methods of storage and stock location considering heights and weight limits, turnover, floor loading capacities and required space.
- Obtains merchandise from deliveries regarding special orders and non-stock orders to be delivered to appropriate requesting location, carefully verifying information and quantities on delivery sheets. Places items in containers and wraps so that invoice is visible.
- Enters all necessary delivery information into the computer after all information has been verified for the delivery in question.
- Handles all return shipments for return and/or replacement.
- Coordinates appointments for incoming shipments with freight companies based on purchasing department priorities.
- Responsible for the receipt, documentation, and distribution of inbound package, via FED EX, UPS, freight, and office supplies, to departments as required and with assistance if needed daily.
- Disposes of purged materials/goods and completes the necessary paperwork and forwards paperwork to the Purchasing Manager.
- Will assist with inspections, releasing of materials, or processing non-compliance materials to include moving material/goods from warehouse areas, labeling the non-compliance materials/goods and completing rejection forms.
- Crossed trained in all positions with the warehouse, able and willing to carry out or fill in when required and/or needed.
- Position requires overtime when needed to meet production requirements, training functions as needed.
- Maintains technical knowledge by attending educational workshops, classes as required.
- High school diploma or general education degree (GED) required.
- 1-year experience in a warehouse environment.
- Computer skills include Microsoft Office, spreadsheet, and on-line computer systems.
- Must maintain a valid Driver’s license.

Reports To: Warehouse Supervisor

Approximate Hours: Full Time

Filling Deadline: Open Until Filled

