

## **JOB DESCRIPTION**

**Job Title:** Ship & Receive Clerk  
**Department:** Shipping & Receiving  
**Reports To:** Shop Supervisor  
**FLSA Class:** Non-Exempt  
**Pay Type:** Hourly

### **SUMMARY**

Under minimal supervision, fulfills customer orders by picking and packing customer orders. Receives incoming packages, freight, and raw materials and verifies shipment packing list and reports to office. Moves items to and from inventory locations. Assist customers, cuts raw steel and other materials sold. Assist shop with other tasks and duties as assigned. Maintains inventory and assists with physical inventory counting.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** (include the following, however, other duties may apply.)

- Unloads trucks, receives packages, checks for damage, unpacks, and verifies delivered items and quantities, reconciles deliveries to purchase orders, reports deliveries to office, places items in assigned locations.
- Fulfills customer orders by pulling items from inventory, packs items in cartons, pallets, or crates, or on pallets, ensures parts are secure and packed well to avoid damage, tracks items by carton, pallet, or crate for itemized packing list, weights packed items, reports weight and dimensions to office, labels, and stages outgoing shipments.
- Assists customers, cuts steel and aluminum to length.
- Performs tasks and jobs in shop as assigned by shop supervisor.
- Ensures surplus raw material is returned to correct stock location.
- Locate and store completed parts from manufacturing in proper location and in an organized manner and properly identified.
- Maintains inventory by keeping areas neat and orderly.
- Assists with physical inventory counting.
- Maintain accurate time keeping and material usage on tasks assigned and submit to Shop Supervisor as work is completed.
- Remove all product drops and ensure scrap is placed in correct container by material grade for recycling or reuse.
- Maintain a clean and safe work area by performing daily and regular cleaning and light maintenance tasks of shipping counter, work area, machinery and equipment used.
- Utilizes and abides by all company policies, safety procedures, regulations, instructions.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

## **QUALIFICATIONS**

To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily. Must have a general knowledge of 1) accurate measuring and counting 2) pack orders efficiently and to avoid damage 3) able to build crates and secure large items for shipment 4) learn to identify and locate parts and materials 5) operate forklifts, cranes, equipment, and machines safely 6) notify supervisor and/or purchasing of low stock levels to initiate orders to avoid running out of stock. 7) able to positively contribute to the manufacturing process during periods of little activity with shipping and receiving.

## **EDUCATION and/or EXPERIENCE**

- High school diploma, GED, or VO-TECH degree preferred
- Experience in operating metal or wood working machines a plus

## **LANGUAGE SKILLS**

Must be fluent in the English language and be able to communicate effectively both written and verbally.

## **MATHEMATICAL SKILLS**

Ability to perform basic mathematical counting and computations. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **PHYSICAL DEMANDS**

Ability to move or transfer products with forklift or overhead crane. Ability to lift 50 lbs. when required. While performing the duties of the job, the employee is regularly required to stand, walk, bend at waist, grip, grasp, push, pull, and reach out with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color 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. The primary work environment is indoors, concrete floor, ambient air, forced air heat in winter. The noise level in the work environment is typically low to moderate.