

# RECEIVING CLERK

Hours: **Monday – Friday; 8:00am – 5:00pm, plus daily overtime should workloads require;  
PLUS: Every-other Saturday: 8:00-1:30pm**

Status: Fulltime / Hourly

Reports To: VP of Operations & Warehouse Manager

## Purpose:

Responsible for unloading deliveries, verifying contents, updating entries in system, labeling and stocking.

## Ideal Candidate:

Has 3+ years of Receiving experience; is computer literate, and is able to operate a Stand-Up Order Picker/Cherry Picker in a racking system warehouse.

## Requirements:

- High School Diploma or equivalent
- Can communicate well in English (read/write/speak)
- Minimum 3 years Receiving experience that includes: signing for deliveries, unloading packages, confirming contents, matching packers to orders, inspecting for damages, sorting and stocking.
- Able to use RF Scanner
- Is computer literate: Outlook, email and spreadsheet maintenance
- Experience with Federal Express, UPS WorldShip, USPS and LTL Truck deliveries
- Good listening and follow through skills; is able to follow oral instructions
- Requires keen attention to detail and the ability to multi-task with a high level of accuracy
- Good math skills necessary to count and reconcile receipts
- Able to use the following industrial equipment: Stand-Up Order Picker/Cherry Picker and Sit-Down Forklift
- Strength and Stamina needed to routinely pick up and move heavy objects
- Able to lift/carry/push/pull up to 50 lbs
- Expected to receive an average of 80-100 packages daily
- Able to keep up in a fast-paced warehouse environment
- Regular attendance and punctuality are required
- Familiarity with WMS software preferred, but not required
- Knowledge of Sage 100 would be a **PLUS!**

## Responsibilities:

- Receives shipments and signs for deliveries upon receipt
- Unloads deliveries from incoming trucks
- Verifies deliveries according to packer, order, PO and invoice
- Inspects contents for damage.
- Enters receiving data and updates spreadsheets and records
- Collaborates with procurement staff regarding discrepancies
- Labels and allocates items in designated location
- Operates Order Picker/Cherry Picker or Sit-Down Forklift to assist in moving items to designated areas
- May assemble crates and cartons that will be used to contain parts/materials
- Assists with inventory control and cycle counting when needed
- Follows safety guidelines regarding warehouse and industrial truck safety
- Keeps work area clean
- Performs other warehouse duties as assigned