



Job Title: Shipping/Receiving Clerk

Reports To: Supply Chain Manager

SUMMARY

The Shipping/Receiving Clerk is responsible for checking received product for accuracy, stocking and pulling parts, preparing product for shipment, and shipping the product out, ensuring that the general incoming and outgoing of product within OptiPro is handled efficiently and accurately. The Shipping/Receiving Clerk maintains inventory levels, supplies for departments and up-to-date processes and procedures designed to maintain the efficiency of material flow throughout OptiPro.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensures accuracy of GSS inventory levels.
- Receive incoming shipments by comparing items to packing slips and purchase orders to ensure correct item and quantity is being received.
- Process all received shipments through GSS daily.
- Properly label all items and determine storage areas for incoming product and allocate appropriate space within the warehouse.
- Assist in physically moving incoming material to designated storage areas.
- Ensures the safe shipping of material out of the company has been packaged properly, labeled correctly, has the appropriate documentation, and proper notification has been made to the recipients.
- Operate forklifts to pick heavy items and transport them to designated areas.
- Assist in loading and unloading trucks safely.
- Record damaged or defective items on the BOLs and notify the respective parties utilizing OptiPro's NCR process.
- Processes loss of freight or shipping damage claims.
- Handle returns and exchanges by ensuring that the reverse distribution processes are followed.
- Responsible for routing outbound freight to assure delivery as required, monitors carriers performance and determines best carriers for the most cost-effective and reliable delivery within established standards.
- Arrange for a carrier vehicle or pickup.
- Post weight and shipment charges
- Maintain files of shipping records.
- Trace the missing or lost shipments.

- Assemble wood and cardboard containers for product.
- Route products to appropriate departments.
- Maintain a clean, organized and safe work area in Shipping/Receiving area (floors/tables) to not cause delays with incoming/outgoing shipments.
- Ensures the timely and accurate processing of work orders including the opening, issuing materials, and closing.
- Ensure jobs have the correct material and quantity pulled and issued when they are ready for them.
- Develops procedures as needed and keep existing procedures updated.
- Always represents OptiPro in a professional and courteous manner.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Other responsibilities and tasks may be assigned by management. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

H.S. degree or equivalent; or one to four years related experience and/or training; or equivalent combination of education and experience in a shipping/receiving area.

REQUIRED SKILLS

- Excellent interpersonal communication and customer / vendor relationship skills
- Professional neat appearance.
- Ability to meet physical requirements of the job – bend, stoop, lift and move objects weighting up to 50 pounds, stand and walk continuously throughout an 8 hour shift
- Strong organizational skills
- Microsoft Office proficiency
- Willingness to work a flexible schedule
- Attention to detail
- Ability to work in a fast paced and dynamic work environment
- Positive and professional attitude
- Ability to operate power and or hand tools
- Proficient in verbal and written English
- Some knowledge of basic math skills such as adding, subtracting, multiplying and dividing.

- Willingness to be trained.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MEASURES OF PERFORMANCE (KPI'S)

This position will be evaluated against the following criteria:

- Accuracy in the maintenance of inventory records and cost files.
- Number and value of inventory discrepancies.
- Number of stock outs – cart not ready for Build Department
- Time to process material through receiving and shipping.
- Time to put material away.
- Keeping the dock clean and organized.
- Time to refill and empty carts.
- Accuracy of shipments.

ACKNOWLEDGEMENT

I have reviewed and understand the above job description and believe it to be accurate and complete. I also acknowledge that management has the right to change this job description at any time.

Employee: _____ Date: _____

Supervisor: _____ Date: _____