



Job Description

Issue Date : 12/17/13
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Last Revised : n/a

Job Title: Shipping and Receiving Clerk Full Time Non-Exempt Position

Prepared By	Date	Departmental Review	Date	Management Review	Date
HR Assistant	12/17/13	Warehouse Supervisor	12/17/13	HR Director	12/17/13

Reports To: Inventory Control Manager

Supervisory Status: No

Description:

The shipping clerk is responsible for receiving all parts into inventory and pulling parts from inventory, packaging parts and making sure the parts are shipped out to the correct location in a timely manner. The clerk will inspect and sign for all packages. All part numbers must be verified and matched to purchase orders and packing slips. All parts must be labeled and stored in the appropriate location.

Duties:

- Receive, inspect and sign for all packages coming into the building
- Match the parts received to the packing slip and PO
- Verify the part numbers on the PO match the part numbers on the packing slip
- Store part in the correct location
- Process the PO on the computer
- Pull, Package and Ship all orders as requested
- Prepare all cores for return
- Return any parts that are returned by customers or shop to the correct shelving location
- Photograph all incoming parts that are returned by customers or shop to the correct shelving location
- Walk the warehouse
 - Make sure shelves and floors are clean and free of garbage
 - Make sure the parts and bin boxes are in the proper order with labels and easily to read the part numbers
 - Make a list of parts that are running low and need to be ordered
 - Perform daily cycle counts
- Keep general warehouse areas clean and free of garbage
- Work with the Corporate Purchasing Manager to maintain appropriate inventory levels
- Perform other duties as assigned by management of the company

Education/Experience Required:

- Must have an understanding of the parts that are being received.
- Professional demeanor and cooperative attitude.
- Computer skills; MS Word, MS Excel, Adobe Acrobat Professional, UPS, Ontrac and Fedex.
- Good written and oral communication skills.
- Understanding of mechanical/parts aspects of buses.
- Detail oriented, highly organized and responsible.
- Ability to become certified to operate a forklift.
- Ability to lift at least 50 lbs