

Job Description

Job Title: Shipping/Receiving Clerk

Department: Shipping/ Receiving

Division: Shop

Summary: Supervise and direct all aspects of shipping/receiving

Duties and Responsibilities include the following. Other duties may be assigned.

1. Receive and inspect materials
2. Report material non-conformities to Bob or Don
3. Manage material traceability upon receipt of material
4. Occasionally write purchase orders for both contract and supplies
5. Review shipping instructions
6. Coordinate shipment with Sales and Customer
7. Expedite material deliveries from different vendors or suppliers
8. Assist sales in developing freight cost from at least three vendors for bid purposes
9. Coordinate/expedite shop floor on "hot shipments"
10. Develops and maintains an effective organization through the selection, training, and motivation of all drivers.
11. Coordinate/Schedule the drivers' route sheet and priorities

Skills:

Bi-lingual preferred (English/Spanish)

Lifting 25 lbs or more required

Oral Communication Skills

Written Communication Skills

Budgeting

Diplomacy

Filing

Math Aptitude

Organization

Planning

Shipping/ Receiving

Education/Experience:

High school Diploma or Equivalent

Prior Shipping/Receiving experience needed

Experience in a manufacturing environment