



# JOB DESCRIPTION

<b>Position:</b>	Receiver
<b>Reports to:</b>	Receiving Lead Hand
<b>Overview:</b>	Receiving Clerks are responsible for the smooth flow of received goods and supplies. Accurate physical receiving of materials/product in order to maintain integrity of inventory control, and insures delivery of materials/product to the proper department. Handle any assigned receiving, putting away and replenishment activities.

## **Main Functions include:**

- Schedules all inbound deliveries; ensures purchase order number is on all paperwork.
- Receives product deliveries.
- Records and checks quantity and quality of good received.
- Inspect, accept, or reject inbound shipments.
- Put away material in a timely manner
- Communicates and coordinates with appropriate buyer for product returns
- Properly inputs received material into computer system and forwards proper documentation to accounts payable.
- Delivers product to appropriate personnel – insures all pathways are kept clear.
- Heavy Lifting will be required as necessary please use caution and ask for assistance.
- Performs other duties as assigned to meet business needs.
- Establishes and maintains effective working relationships with other employees, supervisors and managers.
- Maintains safe work environment Assists in other departments as needed.
- Wears personal protective Equipment as necessary for the job.
- Assists in other departments as needed.
- Follow all health and safety procedures

## **Requirements**

- Hours- Monday to Friday 6:00am to 3:00pm or until finish
- Product knowledge
- Excellent written and verbal communication skills
- Excellent organizational skills and attention to detail
- Customer service oriented
- Able to multitask
- Problem solving skills
- Hours subject to change to meet department requirement
- Additional hours may be required on a daily basis to perform this job effective