



JOB DESCRIPTION

Position: Warehouse / Shipping and Receiving
Reports to: Warehouse Manager
Classification: Non-exempt

POSITION SUMMARY

The Shipping and Receiving Department's primary mission is to receive raw materials and verify that they are in good condition upon receipt, supply production with materials as needed, and to load finished product for customer delivery.

ESSENTIAL JOB FUNCTIONS

- Inspect and unload raw materials, note variance in quantities received and deny materials that are received in poor condition
- Communicate with purchasing and production any issues with incoming materials
- Provide materials as needed to production line
- Coordinate customer orders for pickup or delivery to include proper pallet count, complete the bill of lading for each load, and properly record and track all shipments
- Recording of lot tags for each load on the bill of lading
- Sign and date all receiving documents to forward to Accounting for payment of invoices and for tracking purposes
- Inventory control and verification monthly of all raw materials and finished product

EDUCATION AND EXPERIENCE

- High school diploma or equivalent required; Bachelor's degree in business administration or related field preferred

REQUIRED SKILLS AND ABILITIES:

- Team player
- Time management
- Communication
- Able and willing to work overtime as needed

ESSENTIAL PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle or feel and reach with hands and arms. The employee must occasionally lift and / or move up to ten (10) pounds and may infrequently lift and / or move up to twenty-five (25) pounds. Specific vision abilities required of this job include close vision, distance vision, color vision and peripheral vision.





JOB DESCRIPTION

I have read the above job description and acknowledge receipt of the same. I understand that this job description is not all-inclusive and other duties may be assigned. I further understand that it is my responsibility to ask my direct supervisor any questions I may have about my job requirements / duties.

Employee Signature

Date

Printed Name