

## Job Description

<b>Job Title:</b> Shipping/Receiving, Inventory Clerk	<b>Reports to:</b> Vice President of Operations
<b>FLSA Classification:</b> Hourly - Non-Exempt	<b>Date Created/Updated:</b> 8.17.23

### Job Summary

This position reports to the Vice President of Operations and is responsible for skidding and packaging of machine tool products for shipment, basic inspection and receiving of purchased components, accurate/timely issuance of materials to production, maintenance of stock levels, precise data entry and inventory maintenance utilizing computerized ERP/MRP system.

### Core Responsibilities

- Ensures all materials entering and exiting the facility and/or stores are accurately recorded, and the appropriate documentation or computer input is submitted. This includes, but is not limited to raw materials, vendor supplied components, finished goods, sub-assemblies, secondary processing of manufactured components, etc.
- Picks and prepares job packages for issue to Assembly from a computer generated “pick list.”
- Verifies part numbers and quantities of components received, matches against the appropriate Purchase Order and dispositions accordingly. Enters the received packaging list information into the MRP system and matches the packing list with the resulting computer-generated receiver.
- Participates in reconciling inventory discrepancies and periodic physical inventories of inventoried goods.
- Assists in the set-up and continued maintenance of “floor stock” (Assembly) inventories along with routine organization of work-in-process inventories.
- Adheres to and meets production schedules through personal time management. This may require periods of overtime as required supporting the production schedule.
- Maintains cleanliness and housekeeping within the stockroom and shipping areas, (cardboard/trash removal, sweeping, organizing, etc.).
- Prepares shipments for MNTS, this includes, but is not limited to:
  - a.) machine shipments, skid building, skid inventory, supporting Assembly in preparation.
  - b.) accuracy of shipment against sales order.
  - c.) quality of shipments (cosmetics, paint, scratches, packaging, etc.).
- Assists in maintaining SDS manuals in designated areas.
- Processes shipping and debit memos.
- Ensures that safe work practices are followed.
- Complies with safety regulations.
- Travel between our NH and NC facilities as needed.
- Performs other duties as assigned by management.

### **Education and Experience**

- High school diploma or equivalent, 1-2 years of experience.
- Basic carpentry skills (box/skid building) and ability to operate manual and power equipment.
- Computer proficiency in MS Office (Word and Excel).
- Experience with fork truck operation.

### **Competencies**

- Excellent organizational skills with a high level of attention to detail.
- Good written and verbal communication skills; including professionalism.
- Excellent math and counting skills as required for inventory management.
- Inquisitive, problem-solving skills. Must be willing to proactively investigate and understand the root cause of inventory related problems and follow through with a proposed solution.
- Flexible and capable of working in a fast-paced environment with rapidly changing priorities.
- Dependable, multi-tasking, team player, able to work with minimal supervision.

## Physical, Cognitive and Work Environment Requirements

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Physical Cognitive Demands/Required	None	Less than 1/3 (Occasionally)	1/3 to 2/3 (Frequently)	More than 2/3 (Regularly)
Stand				x
Walk			x	
Sit		x		
Critical Thinking				x
Reading and Comprehension			x	
Repetitive Finger Motion		x		
<b>Lifting/Pushing/Exerting Force</b>				
Up to 10 pounds				x
Repetitive lifting of 75 pounds			x	
Reach and/or Stretch/Push and/or Pull			x	
Climb and/or Balance			x	
Creep and/or Crawl and/or Crouch		x		
Speak			x	
Hear (alarms, team meeting instructions, etc.)				x
Smell		x		
<b>Seeing (with correction)</b>				
Close vision				x
Distance vision				x
Color discrimination				x
Peripheral vision				x
Depth perception				x
Focusing ability				x
Driving ( <b>must maintain valid driver's license</b> )		x		
Travel (domestic/international)		x		
Work Environment	None	Less than 1/3 (Occasionally)	1/3 to 2/3 (Frequently)	More than 2/3 (Regularly)
Outdoor Weather Conditions			x	
Wet or Humid Conditions (non-weather)	x			
Extreme Cold and/or Heat (non-weather)	x			
Fumes or Airborne Particles		x		
Toxic or Caustic Chemicals		x		
Risk of Fire or Explosion		x		
Risk of Electric Shock		x		
Risk of Radiation	x			
Prolonged Exposure to Vibration		x		
Loud Noise Level		x		
<b>Social/Psychological Conditions</b>				
Varying degrees of Pressure			x	
Varying degrees of Tension		x		
Consistently Stressful		x		

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

\_\_\_\_\_  
Employee Signature

Date\_\_\_\_\_

\_\_\_\_\_  
Human Resources Representative

Date\_\_\_\_\_