



Receiver Job Description

Division/Department: Operations/

Reports to Warehouse Manager

Level/Grade:

Type of position:

Full-time Contractor
 Part-time Intern

Exempt
 Nonexempt

General Description:

The receiving clerk will be expected to perform some or all of the duties, tasks, and responsibilities shown in the job description:

- Count, weigh or measure items of incoming shipments in order to verify information against invoices, orders , bill of lading or other records
- Insert items into bin locations
- Examine and unpack incoming shipments; record shortages and reject damaged items
- Route items to various departments
- Examine incoming shipments to ensure they meet specifications
- Operate lift truck to move shipments from shipping and receiving platform to storage area
- Check inbound inventory and administer the processing
- Trace and track shipments to ensure timely delivery
- Responsible for monitoring the returns process
- Verify receipts and log them according to required procedures
- Investigate and resolve situations where items received are not properly documented in the daily receipt log
- Cooperate with representatives from other departments in the organization to provide warehouse information as requested
- Perform regular material warehouse audits to ensure that material is undamaged and maintained neatly throughout the warehouse
- Ensure that all documents and material received in the warehouse are of satisfactory quality
- Safely utilize forklifts and pallet jacks to move warehouse materials according to proper safety instructions and as directed
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Work experience requirements:

- Previous experience with safe operation of forklift
- Must be able interpret documents such as operating and maintenance instructions, safety rules, and procedure manuals
- Ability to calculate mathematical values
- Must have a working knowledge of Internet software usage, order processing systems, inventory software and word processing software
- Must be knowledgeable in warehousing procedures
- Ability to give attention to detail is a must
- Must be able to stand for a long period of time

- Must be able to lift up to 50lbs. This job description is not intended to be all – inclusive. Employee may perform other related duties as delegated to meet the ongoing needs of the organization.

Education Requirements:

High School Diploma or equivalent. Must be at least 18 years of age.

Employee Name:

Employee Signature:

Date of Hire:

Date Signed:

Dept. Manager Name:

Dept. Manager Signature: