The **Receiver/Loader** will be responsible to count, weigh, and/or measure items of incoming shipments to verify information against invoices, orders, bill of lading or other records.

**Responsibilities Include:**

* Examine and unpack incoming shipments; record shortages and reject damaged items.
* Route items to various departments
* Move shipments from shipping and receiving platform to cooler 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.
* Insert items into bin locations.

**Requirements for the Role:**

* Previous experience driving a sit-down forklift.
* Must have warehouse experience
* Must be able to interpret documents such as operating and maintenance instructions, safety rules and procedure manuals.
* Ability to calculate mathematical values.
* Attention to details.
* Must be able to lift a minimum of 50 lbs., ability to stand for prolonged periods, lift, bend, twist, squat, reach and grasp.
* Must have a working knowledge of Internet software usage, order processing systems, inventory software and word processing software.