



JOB DESCRIPTION

Job Title: Receiving Clerk

Job Code:

G3 Plant: Mosinee

FLSA Status: Non-Exempt

Department: 710

Reports To: Fulfillment Manager

Principle Duties and Areas of Responsibility:

- The Receiving Clerk is responsible for deliveries, verifying shipment records, accepting shipments and distributing materials and parts coming into the company.

Education:

- Requires education generally equivalent to a High School Diploma, plus some specialized training.
- Requires 3-12 months of relevant experience.
- Requires mathematical skills that require the ability to add, subtract, multiply and divide and perform metric conversions.
- Requires good oral and written communication skills in order to interact with employees.
- Must be able to read and understand blueprints and warehouse paperwork.
- Must be a certified Forklift driver.
- Requires a strong knowledge of Microsoft Outlook.
- Requires computer knowledge – entering receipts, adjustments, and inventory transactions in the ERP system.

Skills and Abilities:

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities as management may deem necessary.

- Opens shipments, confirms that product quality and quantity are per the purchase order.
- Unloads freight carriers and signs freight bills of lading.
- Delivers product to the proper inventory location, department or personnel.
- Changes inventory locations when necessary.
- Works with Purchasing or vendors to resolve product concerns.
- Arranges for removal of scrap/waste material, pallets and recyclable cardboard.



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Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The phrases “occasionally,” “never”, and “frequently” correspond to the following definitions: “Occasionally” means up to 1/3 of working time, and “frequently” means 2/3 and more working time.

Physical Activity

On the job the employee must:

- (F) Bend
- (O) Sit
- (F) Squat
- (F) Stand
- (O) Crawl
- (F) Walk
- (O) Climb
- (F) Push/Pull
- (F) Kneel
- (F) Handle objects (manual dexterity)
- (F) Reach above shoulder level
- (F) Use fine finger movements
- (F) Repetitive movement

Physical Exposure

On the job the employee:

- (F) Is exposed to moderate or excessive (circle) noise
- (F) Is around moving machinery
- (F) Is exposed to marked changes in temperature and/or humidity
- (F) Is exposed to dust, fumes, gases, microwave, Other _____ (circle)
- (F) Drives motorized equipment
- (N) Works in confined quarters
- (N) Unprotected heights



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() Other _____

() Other _____

Must carry/lift loads of:

(F) Light (up to 25lbs.)

(F) Moderate (25-50lbs.)

(F) Heavy (over 50lbs.)

Physical Ability:

Acceptable Minimum

Vision: Good Poor Blind

Color Vision: Normal Impaired

Hearing: Normal Moderate Loss Deaf

Talking/Speech: Good Fair Mute



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APPROVALS:

(Insert Appropriate Title) Manager

Date

Human Resources Manager

Date

The above is intended to describe the general content of and requirements for the performance of this job. Employees may be required to perform other duties to meet the on-going needs of G3.
