**\*\*JOB OPENING\*\***

**RECEIVING CLERK 1ST SHIFT Hours: 7:00 AM – 3:30 PM**

**Classification: Hourly Starting Rate: $11.25/hr.**

**Reports to:** Shipping & Receiving Supervisor / Supply Chain Manager

**Overview:** Handle incoming deliveries to the raw materials warehouse by verifying & signing for shipments, unload and store received items, and processing any returns. Must ensure efficient receiving process and promptly resolve any problems or discrepancies.

**Duties and Responsibilities include but are not limited to:**

* Receive and sign for deliveries
* Unload deliveries from trucks and inspect for damage
* Compare purchase orders with packing lists to ensure deliveries match order criteria
* Process returns for incorrect shipments or rejected material
* Organize and store received items in appropriate areas
* Update inventory system with received items
* Maintain records of orders, delivery details, etc.
* Perform cycle counts and make inventory adjustments
* Assist in filling pick list and material requests
* Assist in physical inventories
* Other duties as assigned

**Job Prerequisites:**

* Must have valid driver’s license
* Forklift experience preferred
* Basic math skills required
* Experience with email, Microsoft Office (Word & Excel) preferred

**Physical/Mental Requirements:**

* Full body movement
* Ability to lift up to 75 lbs.
* Good communication and organizational skills
* High stress position

**Educational Requirements:**

* High School Diploma or equivalent