

Shipping/Receiving Clerk

Requirements:

- Active Drivers Licenses**
- Computer / Data Entry skills**
- Fork Truck Operation**
- Be able to lift 50 lbs.**

Hours:

- 8:00am to 4:30pm Monday thru Friday**
- Overtime may be required on as needed basis**

Duties:

- Unload or Receive items / packages**
- Verify packing slips to package contents**
- Receive items into SBT Accounting system via keyboard data entry**
- Place items / packages onto appropriate job totes**
- Deliver and pickup job totes to appropriate shop job site**
- Communicate with purchasing / shop personnel on problems**
- Assist Production Manager with shop floor management of stored items**
- Assist in inventory cycle counts every 3-4 months**
- Manage stock transfers of items thru SBT Accounting system to and from jobs**
- Communicate with Shipping Clerk / Stock Purchasing agent on stocking levels of items**
- Support production employees on stock item requests (parts needed, missing, etc.)**