

JOB DESCRIPTION

Position: Receiving Clerk/Stock Room

Summary: The position is responsible for processing all required paperwork and data entry for product shipments and/or product receipts in conjunction with stocking of parts.

Essential Duties and Responsibilities: Including but not limited to the following:

General:

- 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.)

Requirements:

- High School Diploma
- Active Driver's License
- Computer/Data Entry Skills
- Fork Truck Operation
- Ability to lift/move up to 70 pounds
- Previous receiving experience preferred