



Job Description

Title: Shipping and Receiving Clerk

Reporting to: Master Production Scheduler

FLSA status: Non-Exempt

Rev Date: December 7, 2017

Purpose:

Process finished orders after final quality control inspection, wrap and pack in containers as per required standards.

Essential Duties and Responsibilities:

- Determine most cost efficient bundling of items, (i.e. palletizing or individual packages). Prepare packing lists, bill of lading and other shipping documentation as necessary.
- Responsible for routing outbound freight to assure on time delivery, monitor carriers performance and tariff charges and determines best carriers for the most cost-effective and reliable delivery within established standards.
- Maintain shipping and receiving logs and maintain files of shipping records.
- Process lost freight or shipping damage claims. Verify freight bills with accounting and resolve discrepancies with carriers.
- Loading and unloading of delivery trucks. Assure compliance with workplace safety procedures. Limit access to loading docks by unauthorized individuals.
- Receive and inspect external packaging of all incoming shipments. Notify delivery personnel of any apparent shipping damage and proceed accordingly. Review incoming packing lists and logs and route to receiving inspection area.
- Receive and process returned goods shipments; complete and forward RGA paperwork. Route service/repair shipments to Customer Service.
- Responsible for assuring that assigned activities are performed in accordance with Seabrook Quality System procedures.

Education and Experience:

- High school diploma or GED required
- 2 years' experience
- Experience with Lean Manufacturing and Continuous Improvement



Job Description

Title: Shipping and Receiving Clerk

Reporting to: Master Production Scheduler

FLSA status: Non-Exempt

Rev Date: December 7, 2017

Job Knowledge, Skills and Abilities:

- Ability to package goods according to established guidelines.
- Familiar with inventory control databases, UPS/ FedEx shipping.
- Ability to communicate with customers and suppliers on various issues related to shipping and receiving.
- Excellent time management and organizational skills.
- Ability to express concepts effectively, both written and verbal.
- Must follow all safety regulations concerning the shipping and receiving area.
- Excellent computer skills and proficiency with MS Office and the internet.

Physical Demands:

- Light to moderate physical exertion required
- Lifting/carrying Maximum lbs: 50
- Frequent lbs: 1
- Regularly required to stand, reach and move about the facility

ADDITIONAL NOTES

ARCH Global Precision is an Equal Opportunity Employee and wholeheartedly supports diversity in the workplace as a basic premise for business success. All employees of ARCH Global Precision are employed on an at-will basis. This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.



Job Description

Title: Shipping and Receiving Clerk

Reporting to: Master Production Scheduler

FLSA status: Non-Exempt

Rev Date: December 7, 2017

Job Description Approvals:

Master Production Scheduler

Date

Human Resources Manager Signature

Date