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### JOB DESCRIPTION

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**Date:** 2020**Grade:** Hourly/non Exempt**Position:** Shipping/Receiving clerk**Dept:** Warehouse**Class:** Reg/Full time**Reports to:** Procurement Manager

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### JOB FUNCTION

Verifies and keeps records on incoming and outgoing shipments and prepares items for shipment: Compares identifying information and counts, weighs, or measures items of incoming and outgoing shipments to verify information against bills of lading, invoices, orders, or other records Works primarily with and receives direction and objectives from Group Leader, Customer Service and Materials Supervisor.

### PRIMARY RESPONSIBILITIES

- **Safety:**
  - Ensures compliance with standard operating procedures
  - Maintains good housekeeping practices
  - Identifies improvements to equipment/practices that reduce potential for injury
  
- **Quality:**
  - Ensure Quality Assurance procedures/standards are accomplished
  - Reports quality problems with materials to supervisor
  
- **Shipping Processing:**
  - Pick up the day's orders from customer service
  - Check for accuracy and customer comments
  - Check stock availability
  - Address issues with customer service or scheduling
  - Print labels, packing slips and prepare Bills of Lading
  - Prepare export paperwork and COD Labels
  - Print box labels
  - Call carriers as loads are ready
  - Handle UPS and FedEx issues
  - Determine location of boxes that will ship
  - Inspect for product/packaging deficiencies
  - Pull samples as required
  
- **Receiving Processing:**
  - Check all incoming raw materials against Bill of Lading, packing list
  - Unload all shipments and arrange for storage
  - Identify damage or discrepancies to appropriate function.
  - Conduct incoming material inspections

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- **Clerical:**
  - Run end of day reports for UPS and FedEx
  - Run end of day shipping report
  - Compare end of day reports to shipping manifest
  - Conduct cycle counts as directed by Group Leader
  - Follow-up on problems, late shipping, returns, etc.
- All other duties as assigned by Ultrafab Management.

### **MEASUREMENT AREAS**

- Efficiency in meeting internal and external customer requirements
- Accuracy of work
- Effective communication skills
- Proficiency with inventory and shipping systems
- Safety

### **EDUCATION AND/OR EXPERIENCE**

- High School diploma, GED or TASC preferred
- Previous warehouse experience required
- Previous forklift experience (certification preferred)
- Statistical based quality control knowledge desired
- Basic computer keyboard skills; can learn to operate inventory/shipping systems

### **PHYSICAL DEMANDS/WORK ENVIRONMENT**

While performing the duties of this job, the employee is regularly required to stand, walk, stoop/squat, climb stairs; use hands, reach with hands and arms, and talk and hear. The employee must frequently lift/or move up to a maximum of 50 pounds. The noise level in the work environment is usually loud.

### **ATTRIBUTES**

The key attributes of success that this employee should demonstrate are:

**Commitment** - to family, fellow employees, and customers

**Passion** - to do his/her best at any assignment taking the initiative before being asked

**Self-Esteem** - respect for self and others

**Sense of Urgency** - an implicit understanding of job needs and priorities

**Flexibility** - willing & comfortable adapting to new circumstances & conditions

**OPM** - thinks of and treats the assets of the Company as if they were his/her own

**An active learner** - seeks feedback & constantly evaluates how things can be done better

**Team orientation** - enjoys working with others & accomplishing with others

**Organization** - easily structures & controls repetitive tasks/responsibilities

**Detail Oriented** - follows up all action items & has a concern for accuracy

Willing to travel or make a personal sacrifice to support a business need

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Employee signature

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Date