

POSITION DESCRIPTION

TITLE: Shipping / Receiving Clerk (Forklift Operator)

DEPARTMENT: Shipping / Receiving

REPORTS TO: Shipping / Receiving Supervisor

OVERALL ROLE:

Receives, stores, and supplies materials and components that are used in the production of plastic parts.

ESSENTIAL RESPONSIBILITIES:

- Perform duties involving the receiving, checking, recording, storing and distribution of incoming materials and supplies.
- Identify and store materials in designated locations and areas.
- Distribute materials to designated production staging areas and machines.
- Use motor driven lift truck, pallet jacks and mold hoists.
- Assist in taking physical inventory and monthly cycle counts.
- Maintain work area in neat and orderly manner.
- Observe safety rules and the wearing of prescribed protective clothing or items.
- Perform such other duties as may be assigned or required.
- This job description does not contain every function/responsibility that may be required for the performance of this job. All team members are required to perform other related duties/functions as assigned.
- All team members shall:
 - Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers and management.
 - Continue to grow job specific knowledge and use tools to identify and assist with continuous improvement.
 - Comply with safety regulations and maintain clean and orderly work areas

QUALIFICATIONS:

- Minimum educational requirements: High school graduate or G.E.D. preferred.
- Must be able to maintain accurate records.
- Must have good mathematical and basic computer skills.
- Should be outgoing and customer focused.
- Must be able to lift up to 55 pounds and stand/walk for the entire shift.
- Must have the ability to learn and use a variety of material handling equipment.
- Must have the ability to work independently.