

Edlund Company, LLC

Job Description

Job Title: **Shipping/Receiving Clerk**
Department: **Shipping/Receiving**
Reports to: **Director of Facilities Operations**
FLSA Status: **Nonexempt**

Edlund Company, through continual improvement of its Quality Management System, is committed to providing cost-effective solutions, outstanding quality, and value-added equipment that meets the ever-changing needs of a Global Foodservice marketplace.

SUMMARY

This position requires pulling product or parts according to pick tickets, packaging, and electronically transact the resulting shipments via computer. This position also requires receiving incoming product/part via IQMS, performs receiving activities and reconciliation of packing list with purchase order, verifying part number, quantities and delivery date. Moves material when and where needed on the shop floor. Maintain cycle counting schedule.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Organize orders of material for shipment by pulling material from floor stock and packed stock in accordance with pick lists provided by order assembly.
- Perform material shipment transactions on both the IQMS system and the UPS/FED EX computer systems.
- Move material from the shipping area to the loading dock.
- Coordinate pickups by the various trucking firms.
- Advise the purchasing department as to the status of certain products.
- Advise the production department of shipping shortages.
- Organize packed stock area.
- Accepts and signs for deliveries from vendors.
- Assists in unloading shipments from delivery truck
- Verify shipping invoices to all items and inspects verifies content.
- Stores, restocks, and shelves delivery items as necessary.
- Work with purchasing to resolve shipment discrepancies
- Conducts inventory of products and logs data into inventory database
- Prepares and ships products to 2nd operations (Heat Treat and Paint).
- Perform receiving of purchased parts activities and reconciliation of packing slips with purchase order, verification of part number, quality, quantity, and delivery date.
- Verification of documentation of received product and proper handling, filing, and storage of required documentation.
- Retrieve material from offsite warehouse as required via the company vehicle.
- Data entry of receipts into IQMS ERP system.
- Data entry transferring material locations in IQMS system.
- Performs counts of parts received, sample inspections, and verification of correct and accurate documentation.
- Performs product audits, and sample inspections as defined by the quality function.
- Moves material when and where needed and adheres to rotation of stock (FIFO)
- Creates purchase orders for outsource material leaving Edlund Company; Create coordinating work orders for the purchase orders; Process receipts and work order claims upon receipt.
- Setup shipments for returns to vendors and process the transaction for credit.

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SUPERVISORY RESPONSIBILITIES

None

OTHER NECESSARY FUNCTIONS

- Follow all policies, procedures, ergonomic standards and safety requirements directed by Edlund Company and the department.
- Excellent interpersonal / communication skills.
- Perform other duties as requested by management, including Material Handling and/or Production.
- Ability to get along with others, be punctual, and follow instruction.
- Ability to work flexible hours as needed including job rotation and overtime.
- Ability to uphold Safety standards, participate in continuous process improvements on the job, and following our Manufacturing best practices.
- Excellent organization skills.
- General housekeeping, maintenance and organization of the dock area and inventory areas.
- Should have a basic understanding of LEAN Manufacturing
- Should have a basic understanding of ISO

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

High school education or equivalent; and/or up to three years related experience or training in a manufacturing environment; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid Driver's License Required
2. Forklift Training Certification

REQUIRED COMPETENCIES AND APTITUDES:

- Excellent organizational and customer service skills.
- Ability to positively and comfortably handle and prioritize multiple tasks in a fast-paced environment.
- Strong accuracy and attention to detail necessary.
- Self-motivated positive team player with ability to train and interact with individuals at all levels.
- Ability to make independent decisions in accordance with company policy.
- Strong analytical skills and the ability to propose positive business solutions to problems.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

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- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to keep accurate records.

TECHNICAL SKILLS

- Proficient in Microsoft Office required
- Proficient in IQMS and inventory software.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms (67% - 100% of the workday).
- Regularly required to walk, talk and hear.
- Occasionally required to type.
- Regularly must lift and/or move up to 50 pounds.
- Occasionally lift and/or move up to 100 pounds.
- Specific vision required includes close, peripheral, and distance vision, as well as color vision and depth perception.
- Ability to adjust focus.
- Position is regularly exposed to moving mechanical parts.
- Occasionally exposed to wet and/or humid conditions as well as outside weather conditions.
- The noise level in the work environment is usually moderate.