

OA LOGISTICS

Receiving Clerk

Entity: OA Logistics
Location:
Job Family: Fulfillment
Job Function: Receiving Clerk

Job Code:
Pay Grade: (6)
FLSA Status: Non- Exempt

Reporting Relationships

Reports to: Department Supervisor

Summary

Position supports the Receiving Department by performing key administrative task to ensure timely and accurate receipt of product.

Essential Responsibilities

- Use appropriate reports and schedules to assure that incoming product has been unloaded and confirmed in timely and accurate manner.
- Coordinates the receipt, unloading and confirmation of all inbound product according to purchase order details.
- Maintain department spreadsheets, prepare reports and file receiving records.
- Performs miscellaneous job-related duties as assigned.
- Follow Standard Operating Procedures when performing tasks.

Knowledge, Skills, and Abilities:

- Working knowledge with Outlook, Excel, Word, and Warehousing Management Systems.
- Ability to analyze and solve problems.
- Ability to prepare routine administrative paperwork.
- Ability to work independently and collaboratively with a team.
- Ability to deal with complex, short-time frame situations.
- Strong organizational and multi-tasking skills within short windows of time.
- Strong verbal and written skills.

Requirements:

- High School Diploma or GED
- 1-2 years minimum level of experience in a similar position
- PC skills including Outlook, Excel, Word, and Warehousing Management Systems
- Demonstrated competency with material handling and radio frequency equipment

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Travel

0%

Licensing/Certification/Registration

0%

Work Environment

Work is performed primarily in a warehouse environment. While performing the duties of this job, the employee is regularly required to talk and listen. The employee is often required to use their hands and fingers, to handle or feel. The employee is frequently required to stand, walk, lift/move up to 50 pounds, reach with arms and hands, climb or balance, and to stoop, kneel, or crouch.

This document describes typical duties and responsibilities and is not intended to limit management from assigning other work as desired.

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee Signature

Print Name

Date

Human Resources Signature

Print Name

Date