



Job title	<i>Shipping and Receiving Clerk</i>
Reports to	<i>VP Operations</i>

Job purpose

The Shipping and Receiving Clerk is responsible for the inspection and processing of materials received into Seno and shipped out of Seno. The processing includes physically moving the materials and entering the appropriate information into the record keeping system.

Duties and responsibilities

- Operate hand trucks to move materials to proper areas.
- Unpacks, inspects and routes incoming shipments, rejects damaged items, records shortages, and corresponds with shipper to rectify damages and shortages.
- Communicate inventory status, including defective material status, to ordering departments.
- Processes receipt and movement of materials into Receiving, Quarantine, and Inventory in an organized manner, according to the documentation requirements.
- Release materials to staff in accordance with policies and procedures.
- Maintain inventory of shipping materials and supplies.
- Supports the shipment of goods produced and the received goods and supplies to be used in or to aid in the production/storage of goods destined for sale, manufacturing, and field service.
- Maintains the work area and equipment in a clean and orderly condition and follows prescribed safety regulations.
- Additional duties, as assigned.

Qualifications

- High school diploma
- Minimum of 1 year of factory-related experience in shipping and receiving
- Proficient in Microsoft Office products (Word, Excel, Outlook)
- Organization skills
- Detail oriented
- Ability to read and write English, follow verbal instructions and use simple math
- A valid driver's license and a good driving record
- Licensed forklift truck operator, preferred

Working conditions

- Full time position. Typically M-F 8:30 – 5:30.

Physical requirements

- Ability to talk and hear
- Frequently required to stand; walk; kneel; climb, stoop; and, reach with hands and arms
- Ability to lift/move 50 pound items

Direct reports

N/A

Approved by:	
Date approved:	
Approved by:	
Date approved:	
Reviewed:	