

American Flexible Products, Inc.
JOB DESCRIPTION

Position Title: Shipping/Receiving Clerk		Approved:
Division/Department: Production	Shift: 7am-3:30 pm	Salary Range: \$18 - \$21 (DOE)
Reports To (Title): Production Manager	Date: Open Until Role is Filled	

POSITION OVERVIEW:

The shipping/receiving clerk is responsible for packaging and processing outgoing freight and receiving all incoming materials. The person will perform manual and clerical duties related to the preparation and shipment of customer parts and receiving of raw materials. The shipping/receiving clerk will also perform general warehouse work using material moving/handling equipment to transport and store materials in designated areas. Has knowledge to safely operate material moving and handling equipment including 2-wheeler, pallet jack, or motorized forklift. Skilled in reading company work orders and shipping documents and determining the appropriate actions.

MAJOR AREAS OF ACCOUNTABILITY:

- Package parts for shipment per customer specification
- Process shipment in ERP system to print packing slip and box labels
- Process outgoing shipments utilizing UPS WorldShip, FedEx, and bills of lading for LTL freight
- Examine outgoing shipments to ensure shipments meet quality and specifications
- Unpack and examine incoming shipments for damage and quantity discrepancies
- Process incoming shipments in ERP system to print inventory tags
- Maintains accurate inventory of raw materials in stock utilizes FIFO
- Investigate inventory accuracy problems
- Forklift operation on both gas and electric forklifts
- Comply with all safety rules
- Other duties as assigned

EDUCATION and/or EXPERIENCE:

- High School Diploma or equivalent preferred
- Two years of shipping and receiving experience in manufacturing environment required
 - UPS WorldShip and FedEx software experience required
 - International shipment experience preferred
 - LTL experience preferred

GENERAL SKILLS:

- Pays close attention to detail
- Proficiency with basic mathematics
- Ability to read blueprints preferred
- Mechanically inclined and production oriented
- Team player who is self-motivated, a fast learner, and shows initiative to seek out customer and production needs
- Ability to work independently, make decisions and solve moderate level problems independently, effectively, and creatively

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COMPUTER SKILLS:

Proficiency with basic computer skills is required. Experience with Microsoft office suite and ERP systems preferred. Epicor experience is a plus.

LANGUAGE SKILLS:

Must be able to communicate (read, write, and speak) fluently in English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Must have the ability to communicate effectively with team members and leadership staff.

PHYSICAL DEMANDS:

Ability to stand for a long period of time. Great hand/eye coordination, and ability to occasionally lift to 50 lbs. Open to overtime as needed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

This position will spend time in a manufacturing environment. The work area in the production environment includes exposure to noise, moving machinery and a temperature-controlled environment. The noise level in the work area is usually moderate.