

Shipping & Receiving Clerk

Job Description:

- Processing receipt of material on a daily basis to include opening packaging; inspecting material; counting contents; matching received material against POs and packing slips; disseminating material to stock/project as applicable.
- Providing all shipping, receiving and inventory documentation to Material Control Coordinator
- Kitting material for delivery to fabricators or to internal team for assembly and integration
- Able to perform light construction, facility maintenance and custodial activities such as: painting, snow/ice removal; furniture assembly; light gardening; wall/door repairs; lightbulb/battery replacements; plumbing clogs; etc.
- Responsible for keeping shipping/receiving dock and work area neat, clean and organized
- Assist with the build and preparation of shipping crates and pallets
- Prepare all material for shipment using appropriate and applicable boxes, crates, pallets and packaging materials.
- Responsible for the movement of all material throughout the building as required using hand truck, pallet jack, forklift or other applicable manual and motorized equipment.
- Assist with the completion of quarterly physical inventory counts
- Occasional travel to fabricators, supplier, customer locations, and to sister facility in CT to transport and/or procure material and components using Company supplied box truck and/or personal vehicle.
- Responsible for maintaining a safe, hazard free OSHA complaint workplace with full responsibility for the maintenance of SDS sheets for facility
- Provide support to Production team in system integration, system assembly, and the crating, packaging and shipment of systems.
- Perform miscellaneous duties as assigned including clean-up, department organization, material movement, and forklift operation.

Essential Skills

- HS Diploma or equivalent
- At least two (2) years of comparable experience in a facilities management or shipping/receiving position for a small manufacturing organization.

- Hold a current NYS driver's license with clean driving record for 5 years. Should be comfortable with driving 25ft box truck and operating a forklift.
- Capable of passing a pre-employment drug test and legally authorized to work in the US and work with ITAR controlled material.
- Proficiency in the English language, both written and verbal and capable of following written and verbal instructions.
- Mechanical aptitude and capable of using basic hand tools to assist production team with mechanical assembly and integration and/or to assist with pallet fabrication.
- Available to work extended hours and weekends, as workload requires
- Must be a strong team player, capable of thriving within a close knit, cross functional team environment.

Non-Essential Skills:

- Prior experience working with an MRP or ERP system (ideally MS AX)
- Proficiency with computer applications (Word, Excel).
- Understanding of OSHA regulations
- Prior experience in a facilities management or custodial position.
- Experience working according to quality standards and procedures is preferred

Physical Demands:

- Regularly required to sit, walk, bend and stand in an industrial environment
- Expected to effectively communicate in person, on phone, and via email and other electronic devices on a continual and repetitive basis.
- Will need to repeatedly use hands to finger, handle, feel and operate standard office equipment; power tools; and powered and manual material movement devices.
- Day to day responsibilities will require lifting, moving, carrying, and maneuvering materials up to 50 pounds alone; heavier with assistance.
- Specific vision abilities required include close vision, distance vision and the ability to adjust focus.
- Ability to safely traverse ladders and stairs on a regular basis.

Physical and vision acuity requirements to operate a motor vehicle, forklift, and other powered mechanical material movement equipment safely and effectively

This job description is not all inclusive and is subject to change.