TITLE: Shipping and Receiving Clerk

REPORTS TO: Parts Manager

POSITION INFORMATION:

The Shipping and Receiving Clerk verifies and keeps records on incoming and outgoing shipments and prepares items for shipment.

DUTIES AND RESPONSIBILITIES:

*(Dealer: For each job function, check ''E'' if it is essential in your dealership or ''M'' if it is marginal.)*

E( ) M( ) Count, weigh, or measure items in incoming and outgoing shipments to verify information against bills of lading, invoices, orders, and other records.

E( ) M( ) Determine method of shipment, utilizing knowledge of shipping procedures, routes, and rates.

E( ) M( ) Affix shipping labels on packed cartons, or stencil identifying shipping information on cartons, using stenciling equipment.

E( ) M( ) Assemble wooden or cardboard containers, or select preassembled containers.

E( ) M( ) Insert items into containers, using spacers, fillers, and protective padding.

E( ) M( ) Nail covers on wooden crates and bind containers with metal tape, using strapping machine.

E( ) M( ) Stamp, stencil, or glue identifying information and shipping instructions onto crates or containers.

E( ) M( ) Post weights and shipping charges, and affix postage.

E( ) M( ) Unpack and examine incoming shipments, reject damaged items, record shortages, and correspond with shipper to rectify damages and shortages.

E( ) M( ) Ensure that outgoing shipments meet specifications.

E( ) M( ) Maintain inventory of shipping materials and supplies.

E( ) M( ) Operate tier-lift truck or use hand truck to move, convey, or hoist shipments from shipping-and-receiving platform to storage or work area.

E( ) M( ) Direct others in preparing outgoing and receiving incoming shipments.

E( ) M( ) Receive damaged or defective goods returned to establishment and be designated Returned Goods, Receiving Clerk.

E( ) M( ) Receive unsold products returned by Parts Driver.

QUALIFICATIONS:

Ability to read and comprehend instructions and information. One year of experience in a dealership position. Valid driver's license. Ability to interpret vendor catalogs. Ability to use parts department computer system, calculator, motor vehicle, and tier-lift and hand trucks. Ability to use mechanical tools such as crimpers, pliers, wrenches, and tape measure.

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WORKING CONDITIONS:

This is a physically demanding position. Will stand six to eight hours per shift. Will lift and transport parts weighing up to 70 pounds several times during a shift from platform to storage area. Will work on a Video Display Terminal. Will operate tier-lift and hand trucks. Will be exposed to noise, dust, exhaust fumes, and other hazardous and nonhazardous materials.

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NOTE:

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the dealership reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, work load, rush jobs, or technological developments).

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the dealership has a similar right.

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Employee's Name Employee's Signature Date

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Supervisor's Name Supervisor's Signature Date

We are an Equal Opportunity Employer