

## Shipping/Receiving Clerk Job Description

JOB TITLE:	<b>Shipping/Receiving Clerk</b>
STATUS:	Full Time Position – Non-Exempt
SCHEDULE:	8 am – 5 pm – overtime as needed
SUPERVISOR:	Operations Manager

### **Summary:**

This position is accountable for the accuracy and quality of all items being shipped and received from our company. This key role will need to perform inspection receiving as well as handle all paperwork and data entry into our ERP system. You must be able to work in partnership with our vendors and manage to the company standard of “you’ll like working us!” This person must love the physical side of this position as well as the administrative as both require timely and accurate performance. You will work with purchasing on critical supply inventories. You will be accountable for the UPS and FedEx shipping and receiving process that is used by the assembly team as well as the office teams. You will work with our vendors to assure accurate inventories of Duperon stock held at their facilities. This position is for the person who loves a challenge of an ever-changing environment and growing company.

### **ESSENTIAL FUNCTIONS:**

Although these are the essential functions, the specific duties listed with each are a brief summation.

**UPS/FedEx:** You will be the expert in shipping packages and understanding what the most cost-efficient way is. It will require you to fully understand their online systems. You will need to know how to ship internationally and domestically. Distribute and/or notification of packages after receipt.

**Data Input and Management:** Requires daily receiving entries into our ERP system, it will require you to fully understand how the information flows throughout the company. Problem solving when issues arise.

**Documentation and Reporting:** Gather and report necessary documentation for sourcing and cost reduction projects and in support of all departments in the company. Recommend



and champion ideas and solutions for improvements. Reporting process exceptions to production manager or others as requested. Vital attention to accuracy and detail is a must.

**Receiving:** Requires completion of incoming inspection testing, confirmation of conformance and reconciliation of receiving / purchase documentation. Must be able to read blueprints to inspect parts at our facility as well as at vendor locations.

**Inventory:** Requires maintenance and cleaning of inventory area, inventory organization and racking, inventory cycle counting, and reporting, monthly inventory accounting, and reorder notifications as needed.

**Shipping/Material Handling:** You will need to schedule freight carriers to meet our shipping schedule and adjust as necessary. You will need to construct shipping enclosures to assure parts and machines are secured for shipping. You must be able to use a fork truck to load trailers and make the most efficient use of space.

**Shop floor support:** Supporting and assisting assembly team with continuous improvement projects, participates and contributes in 5S and Lean Manufacturing strategies.

### **Job Requirements:**

#### 1. **Education:**

- a. High School Diploma required
- b. Strongly Preferred: Experience in a manufacturing environment

#### 2. **Experience:**

- a. Required: 2-3 years' experience as a shipping/receiving clerk
- b. Required: Computer Proficiency: Proficiency in MS Office: including Excel and Word
- c. Required: ability to read mechanical blueprints
- d. Required: experiences with Lean and or 5S strategies
- e. Required: Previous experience driving a fork truck and ability to pass test to receive license.
- f. Required: Valid driver's license to drive on company's behalf to vendor locations
- g. Required: Experience using a tape measure, nail gun, skill saw etc. to build shipping enclosures.
- h. Proven vendor/customer service
- i. Strongly Preferred: Operation of overhead crane
- j. Strongly Preferred: Small business experience helpful due to the multi-tasking requirements

#### 3. **Skills:**

- a. Integrity in our word; saying what we will do and doing what we said by when we promised.



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- b. Proven mechanical/technical ability
  - c. Able to schedule trucks for project shipments in accordance with budgets.
  - d. Recommend and develop improved systems, policies, and procedures for the purchasing department.
  - e. Meticulous attention to detail, clean, neat file/data management, able to multi-task well and able to prioritize to complete projects on time
  - f. Requires hands on cleaning and maintenance along with organization and interpersonal skills to coordinate with others and outside waste disposal vendor.
  - g. Proven “customer-focus” attitude, demonstrates ability to follow up and keep promises – reliable

4. **Working Conditions:**

- a. Current manufacturing facility is located in Saginaw, Michigan
- b. Drug-free, non-smoking environment.
- c. Will need to pass a drug screen and physical prior to starting the position.
- d. Using a computer for long periods of time may require sitting or standing at a station.
- e. Lifting up to 50 lbs., bending, stooping, and kneeling are required for packaging, cribbing machines etc.
- f. Walking and standing on average for 90 % of day is required
- g. This position will work indoors and outside as needed and must be able to work in all types of weather/temperature conditions. Able to work in all climates and conditions in varying manufacturing environments.
- h. Duperon Corporation provides an excellent business opportunity for an individual who is dedicated and looking to establish a career. There is unlimited potential for a person who wishes to grow with the business. These opportunities can be realized if the ability and desire to drive one’s personal development is present to meet the corporate strategic objectives.
- i. Duperon is a dynamically paced company with a fast-growth strategy – which means that often protocols and processes that were appropriate a year ago are no longer valid. An individual should examine their personal style and preferences to determine if this would be a suitable environment.

5. **Other Requirements:**

- a. Must be appropriately and professionally attired to business standards and practice good hygiene.
- b. Physical and Drug Screen





