

JOB POSTING

Job Title: **Receiving Clerk Assistant**
Department: Production Department
Based in 10715 Shoemaker Avenue, Santa Fe Springs, CA 90670
Salary/Wage: DOEE
Reports to: Inventory Control Supervisor and Production Manager
Date of Posting: July 30, 2018

Job Duties:

1. Assists inventory control with allocations of items from active distribution area to ensure fulfillment of the order.
2. Monitors active inventory stock levels and replenish inventory from the reserve locations to ensure smooth order fulfillment process.
3. Conducts warehouse transfers using Inventory Management Software (INFOR).
4. Manages inventory of finished goods or other material in the Distribution Center coolers and to make sure the rotation of material according to First in-First out or other method specified by inventory control.
5. Performs verifications of incoming products that arrive into the Distribution Center, assigns and transfers to the appropriate location in the Distribution Center.
6. Prepares outbound shipment and verifies accuracy of paperwork, products and quantities.
7. Organizes documentation of inbound and outbound shipment.
8. Assists inventory control in performing routine cycle counts and physical counts of inventory in the Distribution Center.
9. Performs any other related duties, as may be required.

Job Requirements:

1. Must have a minimum of 2 years of relevant inventory work experience.
2. Must have excellent communication skills and ability to communicate effectively via email, phone calls and other communication method.
3. Must be able to multi-task with strong attention to detail.
4. Must be able to learn quickly in a fast-paced environment.
5. Must be able to use Microsoft Excel, Microsoft Word and Outlook email system.
6. Must be able to lift up to 50 lbs; average of 30 lbs.
7. High School diploma required.
8. Forklift experience is a plus.

Job Status: **Full Time, Nonexempt**

Schedule: Monday to Friday, 8:00 a.m. to 4:30 p.m., with a 30-minute unpaid meal break

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to occasionally alternate between sitting and standing positions. The employee is regularly required to stand for long hours. The employee is frequently required to reach with hands and arms, use hands and fingers to handle controls, computer and mouse; talk and hear. The employee is frequently required to walk, stand, stoop, and lift as required to store materials throughout the work day. Specific vision abilities required by this job include close vision and the ability to adjust focus. Proper lifting techniques required. May include lifting up to 50 pounds on a regular basis.