

JOB DESCRIPTION

Job Title: Warehouse Clerk-1st Shift
In-house Alias: NA
Salary Range: Level
FLSA Status: Non-Exempt
EEO-1 Class: OC
Hours: M-F 8am-5pm
Department: Warehouse
Reports to: Warehouse Manager

POSITION SUMMARY

Inputs, monitors, and controls distribution paperwork and data. Assists in the duties of phone coverage, researching tickets, taking messages, and other clerical functions.

ESSENTIAL FUNCTIONS

- Update all receiving paperwork daily.
- Enter alphabetic and numeric data from source documents into computer following format displayed on screen.
- Compare data entered with source documents, or re-enters data in verification format on screen to detect errors.
- Delete incorrectly entered data, and re-enters correct data.
- Compile, sort and verify accuracy of data to be entered.
- Run the Put-away/Receiving Report (P.O.#) and reconcile paperwork.
- Update all completed Delivery Books. Properly codes all tickets as either completed, on correction hold, voided, or redelivery.
- Sort all Sign & Returns form proper filing and distribution.
- Monitor the Update Status Screen daily to insure all paperwork is accounted for.
- Input Warehouse Productivity data into system daily.
- Create staging and delivery manifests.
- Input data from Replenishment and Put-away Logs.
- Assist with phone coverage and receiving as needed.

INDEPENDENCE/AUTONOMY

Frequent supervision: Work is frequently reviewed by supervisor for quality and timeliness. Response to non-standard situations is determined by supervisor.

PROBLEM SOLVING/DECISION MAKING

Work is mostly routine and covered by general instructions or procedures. Occasional judgment is required in completing a task or selecting between several alternative solutions.

CONTACTS

Regular contacts, within or outside the Company to give or get information. Requires courtesy, tact, and some knowledge of Company procedures.

SUPERVISORY RESPONSIBILITIES

Not applicable.

EDUCATION QUALIFICATIONS/REQUIREMENTS

High School diploma or general equivalency diploma and 2 years of warehouse and/or customer service experience or equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of basic math and reading.
- Ability to follow instructions.
- Must have basic computer skills.
- Strong customer service skills.

CERTIFICATIONS, LICENSES AND REGISTRATIONS

Not applicable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

- The employee is occasionally exposed to toxic or caustic chemicals.
- The employee is regularly required to work in an office, warehouse, or outdoor environment which may be cold or hot depending on the season.
- Specific vision abilities required by the this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee frequently is required to stand sit, walk, or stand.

ADDITIONAL REQUIREMENTS

Will be required to perform other duties as requested, directed or assigned.