

# Receiving

**Department:** **Material Handling**

**Organization:** This position reports to the Material Handling Supervisor. This position follows the directions of the Receiving Lead according to the needs of the receiving department.

**Accountability:** This position is responsible for executing the daily functions of the Receiving area. All Purchase Orders must be received the same day and done so in the most efficient and correct manor. Remain current with all SOPs, special instructions and vender requirements that apply to receiving.

**Responsibilities:**

- Ensure all Products are received daily and accurately in the most efficient manor.
- Notify responsible party of any supplies needed for Warehouse.
- Notating of any serial number per Purchase Order
- Complete all IST procedures are met.
- Rectifies any receipt problem, notifies purchasing and carrier if needed
- Update on Return to Vendor locations.
- Maintains Q grid and QC locations for accuracy.
- Reports on refused shipments.
- Communicates with all company personnel in accordance with job function
- Maintains personal discipline
- Performs other functions as required by the supervisor

**Qualifications:**

Education:	High School graduate or equivalent (minimum)
Experience:	Preferred

**Knowledge / Skills:**

- Must be able to use proper techniques to lift 75 lbs.
- Must be able to operate forklift and other material handling equipment.
- Must have a familiarity with warehouse systems and inventory control
- Must be certified operator of stock picker and all other material handling equipment
- Must be self-motivated and personally accountable
- Must be skilled in mathematics, personal computing, and interpersonal communication.
- Must be accurate and thorough, with a great attention to detail
- Operate the scan gun in the RF-Smart environment
- Requires strong decision making skills.

LAST REVISED DATE: 9/9/2014  
ISSUED BY: Kurt M Wood