



Job Title: Shipping & Receiving Clerk

Location:

FLSA Status: Non-exempt

EEO Classification: Professional

Reports to: Account Manager

Employee Type: Full-time

Prepared by: Human Resources

Date Prepared: August 22, 2013

OMG, LLC is a first class, service oriented organization that delivers value and excellence to our customers while enhancing the community. As such, we strive to demonstrate the following: Excellence in all we do; "Can do" attitude; Teamwork; Openness in communication; Honesty, Integrity and Candor; Positive attitude; Excellent attendance record; Promptness and a Strong work ethic. Our reputation for the highest level of quality and service rests 100% on the efforts of our employees. In order to continue our growth and success, we must constantly look to add high-caliber individuals to our team.

Summary

The employee in this position must have outstanding customer service skills, organizational skills and attention to detail. Must be flexible and able to conduct themselves in a professional manner with all customers both internal and external. Must be able to work in a fast paced environment and capable of handling situations of considerable difficulty. Must be willing to put in the time necessary to complete the assigned workload.

Responsibilities of Position

- Will perform administrative and physical duties as related to the site shipping and receiving process. Such duties include, but not limited to, data entry, generation and analysis of related records, maintenance and requisition of related packaging and supplies and as may be required record entry and analysis in the site Maintenance Management System.
- Create, file, distribute, etc. all paperwork pertaining to operation of the shipping /receiving function
- Maintain files and records as directed for shipping and receiving as assigned
- Loading and unloading all incoming and outgoing materials
- Packaging and preparing materials for shipment
- Making all necessary arrangements for shipping and receiving with common carriers
- Distribution of copy paper throughout the building maintaining proper inventories
- Maintain an inventory of shipping and receiving materials (boxes, tape, labels, packaging, etc.)
- Shredding of paper materials as assigned
- Assisting with snow removal during the winter months
- Assisting the maintenance department workers as may be required and other duties as assigned.
- Liaison with Product Engineering, Quality, Facilities Supply Base, Safety, and other departments in the site.
- All other duties as assigned by manager.

Attributes/Skills Required

- Data entry and office operation experience with general composing of typed documents. The ability to read, comprehend, and write simple instructions, short correspondence, and memos.
- Ability to orally present information in one-on-one and small group situations to management and other employees
- Ability to properly add, subtract, multiply and divide using whole numbers, common fractions and decimals.



ONSITE MANAGEMENT GROUP

- Ability to apply common sense and understanding to carry out instructions furnished in written, oral, or diagram form
- Flexibility to handle multiple assignments simultaneously
- Be able to maintain regular and punctual attendance and maintain positive interaction with other individuals
- Must act with sense of urgency and be able to energize others when necessary to work the same to achieve organizational goals/objectives
- Complete daily, weekly, monthly reports as required and track savings for the department as necessary.

Qualifications Experience/Education Required

- High School diploma or GED
- Minimum of 2+ yrs. related dock experience working with related tools, computer equipment, and processes
- Trained and licensed for the operation of mobile lift truck equipment
- Proficient in Microsoft office products
- Must have excellent oral and written communication skills
- Must have valid Driver’s License

Physical Demands:

- The ability to regularly stand, walk, sit, use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel crouch and crawl. The ability to occasionally lift or move heavy objects of 50 lbs. or more, work near or with moving mechanical equipment or vehicles. Visual abilities required are close vision, peripheral vision, distance vision, depth perception and ability to adjust focus.
- Fine and/or gross motor skills, including the ability to grasp, lift and/or carry or otherwise move packages
- Ability to walk, bend, kneel, stand, and/or sit for an extended period of time
- Manual dexterity required for operating office machinery (phone, copy machines, binding equipment, etc.)
- The ability to exert maximum muscle force to lift push, pull, or carry objects

OMG, LLC reserves the right to revise and alter this job description as needed.

Approved: _____

Date: _____

Employee Statement:

I have read this job description and a copy has been provided to me. My signature below certifies that I am able to perform the essential functions of this position.

Employee Signature: _____

Date: _____