Job Description-Receiving Clerk

Job Title:
Receiving Clerk

Department Job is Reporting To:
Planning

Reports to:
Receiving Manager

Required Training:
Vantage software training, GMP, all relevant Hoosier training (see job matrix).

General Purpose of Position:
The purpose of this position is to function as a Receiving Clerk. A successful candidate in this role will maintain a high level of accuracy in regards to material receipt, inventory management, saw room/WFM coordination and communication with the floor.

Responsibilities / Duties:
• Receive and issue materials and parts to jobs and/or inventory
• Receive outside process and production materials
• Scan certs and store on server
• Send out implantable or customer supplied material receipt
• Send out RMA receipt
• Assist with stock checks
• Return material to inventory
• Assist with material pull
• Move cut material to department racks

Job Requirements
• Communicate clearly orally and in writing.
• Identify and solve problems.
• Possess and respect good documentation practices.
• Ability to manage multiple tasks or requests.
• Good listener.
• Good organizational skills; including good time management skills.
• Must be highly organized and able to work independently on multiple tasks in a fast-paced environment.
• Must be professional, dedicated, and detail-oriented.
• Minimum of 2 years experience manufacturing environment
Location
Corona, CA.

Supervisory Position: □ Yes □ No  Position: _________________________

My signature signifies acceptance of the above job description:

Name: ________________________________

Signature: __________________ Date: _______