



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:** _____