

## **SHIPPING AND INVENTORY POSITIONS**

**SHIPPING CLERK GENERAL JOB DESCRIPTION SUMMARY:** Shipping Clerk will prepare and pack products for shipping as scheduled by Shipping/Billing Supervisor. This employee will be knowledgeable in all aspects of the exchange program, (ie. packing, billing, UPS and FEDEX computers). This employee will be knowledgeable in the operation of the postage and UPS machines. In the event that no preparation or packing needs to be done this employee will operate various machinery, including operation a fork lift, and use various types of hand tools in the layout, fabricating and assembling plastic and metal parts that comprise our products in accordance with production drawings. This employee will also be required to do any and all tasks deemed necessary by his/her supervisor for the safe and efficient operation of the company.

**REQUIREMENTS:** High School Diploma. Drivers License. Experience in shipping department (i.e. packing, crating, billing, etc.) is a plus. Reading, writing and basic math skills are required. Must be able to operate all office machines: typewriter, copier, FAX, postage and UPS manifest. Must be normal sighted. Must be able to fit into small areas and reach 6 feet high. Sit, stand, bend, reach walk, bend, and carry. Must be able to walk and stand throughout an eight hour day. Must be able to consistently lift 80 lbs. from a floor or table position to chest high using a proper lifting technique. Must be able to repetitively use arms, hands, and fingers in the manipulation of parts. Must demonstrate good hand/eye coordination. Must demonstrate good manual dexterity. Must be able to read and perform normal math calculations easily. Must be trainable on various machinery. Must have strong general mechanical skills.

**SHIPPING CLERK:** We welcome all qualified individuals to submit an application for consideration of future employment.

**DUTIES AND TASKS:** The following are the principal duties and tasks required to accomplish the responsibilities of the Shipping Clerk: initiate paperwork, in accordance with the appropriate quality procedure, for any corrective action that is required; keep equipment and work area on a regular basis; maintain a safe working environment; maintain a high level of quality; maintain a high employee morale; stay at work station between breaks; operate all machinery assigned to within the safety guidelines established by the company and standard safe work practices; use and maintain all safety equipment requested and/or required; and become familiar with our products to understand the different operations of production.

**INVENTORY GENERAL JOB DESCRIPTION SUMMARY:** The basic function of the Materials Control Assistant is to assist Materials Manager so that adequate control over all purchased and/or manufactured items which reside in the warehouse. These items shall essentially include all items whether production related or office related. Control shall be construed to mean that: all items entered into the warehouse are properly identified with an appropriate part or product number; maintained in a clean, orderly and accessible manner; and, properly accounted for through utilization of the "Stores Inventory Program".

**REQUIREMENTS:** High School Education. Must be able to read and perform basic math calculations easily. Must be able to do data entry to computer terminal, as well as physical inventory counting. Knowledge of inventory control processes and procedures is a plus. Must be able to concentrate in a busy work environment and be detail-oriented in order to maintain a high level of quality, keep accurate accounts of time and production, keep production on schedule, and maintain a safe working environment. Must be able to work with various personalities while maintaining cooperative working relationships.

Must be able to walk, lift, bend, sit and/or stand throughout an eight or ten-hour day. Must be able to consistently lift 80 lbs. from a floor or table position to chest high using a proper lifting technique. Some operations require the operator to push and/or pull objects to a machine or/on a cart. Must be able to differentiate between many products and parts which may appear similar and located in close proximity, one to the other.

**Materials Control Assistant:** We welcome all qualified individuals to submit an application for consideration of future employment.

**DUTIES AND TASKS:** The following are the principal duties and tasks required to accomplish the responsibilities of the Materials Control Assistant: fulfill any Tracking System requirements for the operation being performed; initiate paperwork, in accordance with the appropriate quality procedure, for any corrective action that is required; work with the Materials Manager to ensure that production materials and all operating and non-operating supplies are provided to all areas of the organization in an effective and timely manner; assist in the cycle counting plan that ensures that all items residing in the warehouse are physically counted at least once each calendar year prepare a report of physical inventory adjustments required as a result of the cycle counting and submit such report directly to the Materials Manager; maintain a secure area at all times and provide access only to designated personnel approved by management; utilize receiving reports and receiving copy of Purchase Orders to accept and verify incoming purchased items; and, maintain an open Purchase Order file for items not yet received.