



**Classification**  
NON - EXEMPT

**Position**  
Shipping and Receiving Clerk I

**Reports to**  
Shipping/Warehouse Manager

## **JOB DESCRIPTION**

### **Summary/Objective**

The Shipping and Receiving Clerk I is responsible preparing items for shipment, compares identifying information and counts, weighs, or measures items of incoming and outgoing shipments to verify information against bills of lading, invoices, orders, and other records.

### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to read and understand packing list, bill of lading and shipping and receiving instructions
2. Familiar with appropriate methods of shipment and proper packaging requirements
3. Operates tow motor to move or hoist material to proper departments or areas
4. Operates the stretch wrap banders
5. Unpacks, examines and routes incoming shipments, rejects damaged items, records shortages, and corresponds with shipper to rectify damages and shortages. Receives and processes all defective parts returned for replacement or credit
6. Responsible for keeping an adequate supply of shipping material on hand at all times.
7. Performs all computer functions necessary to track various aspects of goods
8. Responsible for making arrangements for pick up by the carrier specified on the customer's purchase order
9. Verifies information against bills of lading, invoices, orders etc.
10. Reports defective material or questionable conditions to the department supervisor
11. Maintains a safe and clean work environment
12. Responsible for maintaining equipment and follows all safely regulations as required

### **Competencies**

1. Ability to read, write and communicate in English
2. Demonstrate basic math and computer skills
3. Must be organized and detailed oriented
4. Willingness to function in a team environment
5. Possess a sense of responsibility to accomplish task without supervision
6. Must be able to operate a tow motor/lift truck

### **Supervisory Responsibility**

This position has no supervisory responsibilities.

### **Work Environment**

While performing the duties of this job, the employee is frequently exposed to the elements of the outside depending on the season. Maybe exposed to varying temperatures. The environment is a active plant with continuous noises from equipment inside the plant.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position is very active and requires



standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must be able to lift and or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

#### **Position Type and Expected Hours of Work**

This is a full-time position. Days and hours of work are Monday through Friday, 7:00 am to 3:30 pm.  
***(Subject to change based on business demands)***

#### **Travel**

No travel is expected for this position

#### **Required Education and Experience**

1. High School diploma or GED
2. Must possess a valid driver's license and a good driving record.
3. A minimum of one year experience in a manufacturing environment
4. Prior experience in shipping and or receiving department
5. Ability to be certified as Licensed Forklift Truck Operator/Tow Motor Operator
6. Basic computer skills

#### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

#### **EEO Statement**

Novagard Solutions is an equal opportunity employer and does not discriminate in its employment decisions on the basis of race, color, religion, national origin, sex, disability, age, military and/or veteran status, genetic information, or on any basis which would be in violation of any applicable federal, state or local law. Novagard Solutions will make reasonable accommodations for qualified individuals with disabilities or religious needs unless doing so would result in an undue hardship to Novagard Solutions.

Any employee with questions or concerns about this Equal Employment Opportunity Policy and its implementation in the workplace is encouraged to bring the matter to the attention of the Human Resources Department. Novagard Solutions takes this policy seriously and will not retaliate against any employee who, in good faith, raises questions or concerns with respect to equal opportunity or any form of discrimination, or who assists in the investigation of such matters. Employees found to be engaging in conduct in violation of this policy will be subject to appropriate disciplinary action, up to and including termination, regardless of whether the conduct violates applicable law.