



## Shipping & Receiving Clerk Jackson Plant

**FLSA Status:** Non-Exempt

**Reports To:** Plant Leader

**TRAVEL:** <5%

**Positions Supervised:** None

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### **POSITION SUMMARY**

The primary responsibility of this role is ownership of the shipping and receiving process; including scheduling delivery of finished goods to customers within specified due dates and ensuring the accuracy and completeness of orders. Demonstration of expertise with the ERP system and barcode scanners. Receives in all incoming materials, supplies, equipment, etc. This role will also have responsibility maintaining accuracy of inventoried items by running reports and occasionally performing cycle counts. Also responsible for assisting on the production floor as needed. Works collaboratively with all departments in support of internal and external customer needs. More than 40 hours may be required to meet the needs of our customers. Flexibility is expected to successfully execute our production schedule changes and/or sudden work schedule changes. This position will require forklift certification.

**Standard work: 1. Setup and schedule shipments via ground and/or freight as defined per customer requirements 2. Receive in all incoming materials, supplies, equipment, etc. using scanners and ERP system. 3. Maintain inventory accuracy by paying attention to detail with shipping/receiving documentation, labeling, and scanning 4. Monitor inventory reports and participate in cycle counting and/or physical inventory 5. Support production as needed**

### **ESSENTIAL DUTIES**

- Committed to the Mission, Vision, and Values of Nicolet Plastics LLC.
- Follow all safety policies and procedures and keep work areas clean.
- Use ERP system and reports for obtaining customer purchase orders information, product due dates and quantities for accuracy of shipments.
- Perform Receiving duties to include all incoming products.
- Ensure shipments are wrapped and taped sufficiently to minimize chance for damage during transit.
- Prepare products to be sent to outside vendors.
- Review shipping method for materials, using knowledge of shipping procedures, routes, and rates.
- Prepare documents such as bill of lading, packing slips, and CoC's per requirements.
- Maintain a complete and accurate record of products prepared for shipment including part number, item description, number of boxes, part quantity, and pallet count for recording, accounting, and recordkeeping purposes.
- Spot-check counts, locations, and part numbers and verify with the inventory in the ERP system.
- Participate in cycle counting and/or physical inventories.
- Collaborate with NPL personnel to solve problems, such as damages, shortages, and nonconformance to specifications.
- Obtain quotes for transportation for customers and for NPL.
- Track shipments for customers.
- Send Advanced Ship Notice (ASN) to customers as required.
- Safely load and unload delivery trucks using forklift or pallet jack.

### **ESSENTIAL DUTIES (Continued)**

- Keep the work area and warehouse clean, neat, and organized.
- Positively greet and assist delivery drivers when they arrive at NPL.
- Successfully complete additional training and education as required for the position and in support of future company growth.
- Train and maintain proficiency with job duties.
- Positively and proactively participate in the training process with the goal of having competently trained backup support for the Shipping/Warehouse area.
- Document any discrepancies, enter PO receipts into IQMS, and place items into proper locations.
- Weigh material from “Incoming” location, adjust inventory and move back to shelf location.
- Verify location against IQMS daily to ensure accuracy of raw materials.
- Sweep the floor, take out garbage, and perform general housekeeping.
- Other duties as assigned by Plant Leader.

### **EDUCATION AND/OR EXPERIENCE**

- Ability to competently complete all training requirements as listed in current Career Path Training Plan and affiliated Training Checklist.
- High School Graduate or General Education Degree (GED)
- Minimum of one-year related work experience in a manufacturing environment
- Minimum of six months working experience with NPL, shipping and receiving work experience preferred.
- Requires good oral and written communication skills in order to interact with employees, vendors, visitors, and customers.
- Basic computer skills, IQMS ERP system experience preferred.
- Forklift, Pallet Jack, and Aerial lift certified with proven history of working safely.
- Knowledgeable in use of calipers and other measurement tools
- Ability to work independently with minimal supervision.

### **COMPETENCIES**

- Customer/client focus
- Planning and organizing
- Communication
- Action oriented.
- Initiative (self-starter)
- Teamwork

### **PHYSICAL DEMANDS**

While performing the duties of this job, the team member is frequently required to stand for extended periods of time; walk, handle tools, or controls; communicate and listen (hear). The team member is occasionally required to climb or balance. The team member must frequently lift and/or move parts, reports, files, office supplies, etc. weighing up to 40 pounds and occasionally lift or move items weighing up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**PHYSICAL DEMANDS (Continued)**

Stand	C (Constantly)	<b>Lift/Carry</b> 10 lbs or less	F (Frequently)
Walk	C (Constantly)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-40 lbs	F (Frequently)
Handling / Fingering	C (Constantly)	41-100 lbs	O (Occasionally)
Reach Outward	C (Constantly)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	F (Frequently)	<b>Push/Pull</b>	
Climb	O (Occasionally)	12 lbs or less	F (Frequently)
Crawl	O (Occasionally)	13-25 lbs	F (Frequently)
Squat or kneel	O (Occasionally)	26-40 lbs	F (Frequently)
Bend	F (Frequently)	41-100 lbs	N (Not Applicable)

**N (Not Applicable)** Activity is not applicable to this occupation.

**O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

**F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

**C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Work is performed primarily in a warehouse and manufacturing environment; moderate to high levels of dirt, noise, vibrations, equipment movement hazards, fumes, chemicals/solvents, and electrical hazards. The warehouse may have extreme temperatures, humidity, and slippery surfaces. Occasional work use of computer and other standard office equipment. Personal Protective Equipment (PPE) such as safety glasses, safety shoes, hearing protection, etc. is to be worn as applicable throughout the entire shift.

*By signing below, I acknowledge that I am generally competent to perform the above essential job functions as a Shipping & Receiving Clerk.*

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**Team Member Acknowledgement**

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**Date**

*By signing below, I acknowledge the employee is generally competent to perform the above essential job functions as a Shipping & Receiving Clerk.*

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**Coaching Resource Acknowledgement**

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**Date**