



Our **Shipping and Receiving Clerk 2** will be expected to handle, package, ship, receive, inspect and record shipments with raw material or products. You will be responsible for receiving materials, packages, and products and checking their contents to ensure they match the incoming documentation. You will be responsible for shipping products with the correct and complete documentation.

A shipping and receiving clerk must have a great eye for detail and basic math skills. They must also have adequate physical strength to unload shipments as well as the clerical skills to update records and follow up with suppliers.

The goal is to ensure we send and receive the correct product to the correct location and stock materials appropriately with all correctly completed documentation.

### Responsibilities

- Demonstrate the Metal Fab Engineering Pillars (Values) in all behaviors and actions
- Support the Metal Fab Engineering company vision
- Support the Warehouse Supervisor
- Responsible for meeting performance objectives
- Ship and receive materials, packages, and products completing all appropriate documentation
- Lift raw materials, final products, and items and prepare for movement and shipment
- Safely operate a forklift to move materials
- Collaborate with procurement staff to list expected deliveries
- Receive shipments and sign paperwork upon receipt
- Load and unload materials from outgoing and incoming trucks
- Inspect contents to ensure they are undamaged
- Prepare products for shipment
- Prepare shipping documentation using computer software and include required documentation with shipments
- Ensure shipping paperwork is signed and received for satisfactory shipments and deliveries
- Verify packages according to order and receiving paperwork (quantity, quality, price, etc.)
- Contact supplier or shipper if a mistake is identified
- Assume responsibility for returning unsatisfactory shipments or receiving replacements
- Identify and label material with correct information and place into correct inventory location
- Notify customers when orders are ready for pick up
- Maintain accurate records and assist in inventory control
- Understand work orders, bills of material and manufacturing routings.
- Communicate respectfully and effectively with customers and coworkers
- Maintain activity logs and report all issues to Warehouse Supervisor
- Keep work area clean and organized
- Follow all company policies and procedures
- Perform daily PM on forklifts and complete corresponding documentation
- Adhere to all safety guidelines
- Work with team members to maximize productivity and efficiency.
- Participate in improvement activities and makes recommendations for improvement
- Perform other duties as required

### Job Requirements

- Must be able to work in a team environment.



**Metal Fab Engineering**

Excellence in Solutions

- Ability to safely operate a forklift as demonstrated by passing a forklift operation test following initial training
- Ability to make and read measurements.
- Ability to read dimensions from a drawing and measure the same on the part
- Ability to read, understand and carry out written instructions.
- Ability to understand and carry out verbal instructions.
- Standing up to 100% of the entire time.
- Lifting up to 50 lbs occasionally, 35 lbs. frequently.
- Continuous eye concentration
- Ability to work a flexible schedule based on business needs.
- Overtime as required.
- Experience with MS Office and using the internet
- Experience using shipping and receiving software

### **Desired Skills & Experience:**

Prior experience in a manufacturing, factory, or warehouse environment required. Preferred experience conducting warehouse or shipping and receiving operations. Preferred experience applying Lean thinking, Lean manufacturing, or Six Sigma. High school diploma or equivalent required. Must be 18 years of age or older. Valid driver's license is required. We are looking for someone who will value and encourage our culture during a time of growth and is energetic about hands on work with our team.