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Date: 1/1/2011  
Job Title: Receiving Clerk  
Department: Receiving  
Location: Springfield-Branch 8  
Reports Directly to: Transfer Manager  
FLSA Status: Hourly

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**Principal Accountabilities:**

1. Process paperwork for all inbound freight including UPS and transfers
2. Scan all paperwork in the Eclipse system
3. Receives incoming material by entering actual items received verses quantities shown on packing slip
4. Load Scheduling- full truckload and less than truck load
5. Resolve vendor discrepancies (over/under shipments)
6. Daily report to Transfer Manager (discrepancies or material in building, not received)
7. Freight claims with truck lines (inbound damaged freight)
8. Bin location maintenance
9. General warehouse clerical duties
10. When clerical duties are completed; assist receiving by placing material in the proper place with the warehouse
11. Work closely with Accounting Department
12. Perform other duties as requested

**Position Specifications/Scope**

**Minimum Education/Experience Required:**

High School Diploma required, or its equivalent

**Knowledge, Skills, Abilities Required:**

Critical thinker-using logic and reasoning to identify alternative solutions  
Mathematical reasoning- ability to choose the right method or formulas to solve problem  
Must have working knowledge of Microsoft Office  
Ability to learn Eclipse software  
Keyboarding speed of at least 30 WPM  
Must be very detail-oriented and focused for accuracy  
Ability to perform assignments with minimal supervision and under tight deadlines  
Must have strong interpersonal communication skills  
Must maintain a patient and professional attitude, while managing a busy workload  
Strong organizational skills required  
Must be able to determine and prioritize workload

**Equipment Used:**

PC  
Calculator  
Fax  
Telephone  
Photocopy machine  
Forklift



*The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Working Conditions:**

Normal warehouse environment

*The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands:**

X	Balancing	X	Feeling	X	Pulling	X	Seeing	X	Talking
X	Carrying	X	Grasping	X	Sitting	X	-Close	X	Walking
X	Climbing	X	Hearing	X	Standing	X	-Far		
X	Crawling	X	Kneeling	X	Stooping	X	-Color		
X	Crouching	X	Lifting				-Depth		

**Other:**

Exposure to varying weather conditions and temperatures in warehouse and on loading dock.  
Physical strength to lift up to 25 pounds regularly and up to 50 pounds occasionally.

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The foregoing responsibilities, accountabilities, statements and requirements are intended to describe the general nature and level of work performed in this position. They are not intended to be construed as an all-inclusive list of every responsibility, duty, skill and expectations required of personnel so classified.

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Approvals:

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_