

POSITION DESCRIPTION

JOB TITLE: Stockroom/Receiving
DEPARTMENT: Shipping/Receiving
REPORTS TO: Warehouse/Shipping/Receiving Manager

POSITION SUMMARY: Responsible for the overall organization and distribution of raw or finished product to include: Correct raws are given to assemblers/machinists, finished product is stored or delivered to proper dept. for distribution, organization of overall storeroom, received goods are properly stored for ease of identification and use.

PRIMARY RESPONSIBILITIES:

- Ensure receipt of purchased goods done on timely basis with accuracy.
- Ensure purchased goods are stored promptly and accurately.
- Coordinates with Supervisor for raw materials.
- Coordinates with Materials Manager proper items are in proper place.
- Picks components for assembly and machine shop work orders.
- Make recommendations to supervisor of changes to area or equipment to enhance productivity.
- Organize storage space to accommodate all raws/finished goods as needed.
- Perform other tasks as assigned by Supervisor.

EDUCATION, EXPERIENCE and SKILLS: High school graduate or GED, proven track record of success, ability to lift 50 pounds, mental flexibility, ability to multi-task, understand work flow in a manufacturing setting. Forklift Certification a big Plus, but will train.

SUPERVISORY RESPONSIBILITIES: None

WORKING

RELATIONSHIPS: Shipping/Receiving Manager, Receiver, Assemblers, Machinists, Manufacturing Manager, Shop Supervisor.

Most Frequent Contacts

Shipping/Receiving Mgr.
Assemblers/Machinists
Manufacturing Manager

Nature/Purpose

Direction
Distribution of Raw Material
Coordination of Raw Materials

This position requires an employment agreement.

This position does require Safety Glasses, Safety Shoes and Hand Protection for personal protective equipment.

This position/job description is for reference and guidance only and is subject to change at anytime.

Note: An individual with a disability will be considered qualified for any position which the person can perform the essential function of the position with or without reasonable accommodation. All essential functions incorporated in this description may be subject to reasonable accommodation.