

KOMAX CORPORATION

Position: Shipping/Receiving Clerk / Part-time 24 hours per week
Payroll Status: Non-Exempt
Reports to: Warehouse & Traffic Manager
Compensation: \$10.00-\$10.50/hour

BASIC FUNCTION

Responsible for essential shipping and receiving duties, including but not limited to, verifying and keeping accurate records of items shipped and received into the computer system according to established guidelines and procedures. Maintain the work area(s) and inventory in a clean and orderly condition and follow prescribed safety regulations. Provide routine traffic support to customer service and complete weekly cycle counts.

PROCESS RESPONSIBILITIES, ESSENTIAL DUTIES AND ACCOUNTABILITY

1. Load and unload trucks, unpack and examine incoming shipments, inspects for damages or defects, records discrepancies or damages and notifies supervisor and/or purchasing and receives into the computer system.

Responsibility: To recommend

Authority: To act

2. Put parts away into correct locations or create new locations and perform inventory transactions when necessary.

Responsibility: To recommend

Authority: To act

3. Maintain a high level of inventory accuracy.

Responsibility: To initiate

Authority: To act and review

4. Pick, pack and meter all service parts orders, small machine orders and miscellaneous shipments orders on a daily basis at the rate of 40 lines per hour.

Responsibility: To recommend

Authority: To act

5. Enter all of the shipment transactions into the computer system.

Responsibility: To recommend

Authority: To act

6. Provide proof of deliveries to customer service when requested.

Responsibility: To recommend

Authority: To act

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7. Pick work orders for the production floor.

Responsibility: To recommend

Authority: To act

8. Issue parts to various personnel when presented with the correctly completed paperwork.

Responsibility: To recommend

Authority: To act

9. Assist in packing machines.

Responsibility: To recommend

Authority: To act

10. Perform other duties as assigned.

Responsibility: To initiate

Authority: To act

11. Perform at a high level on the Komax objectives program.

Responsibility: To initiate

Authority: To act and review

12. Adhere to company policies as stated in the Komax quality system documentation manual and employee handbook.

Responsibility: To recommend

Authority: To act

KNOWLEDGE, SKILLS AND EXPERIENCE PREFERENCES

- High school graduate or equivalent.
- Six months to one year experience working in a shipping/receiving function preferred.
- Computer experience preferably using manufacturing systems helpful.
- Excellent organizational skills and good housekeeping skills.
- Detail oriented.
- Ability to drive and operate a forklift, use a pallet jack, strapping tools, power drill and other miscellaneous hand tools.
- Good math and people skills.

PHYSICAL REQUIREMENTS

- Ability to lift up to 75 pounds.
- Prolonged bending, squatting, standing and sitting are all required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

For consideration, please send a resume to dharris@lakecountyl.gov and state Shipping/Receiving Clerk in the subject line