



JOB DESCRIPTION

Date: January 30, 2019

Job Title: Shipping/Receiving Clerk

Direct Supervisor: John Goy, Materials Manager

Place of Duty: CGC Group (Fergus Location)

Resources: E2, Quickbooks, Excel, Word

Role and Responsibilities:

The primary responsibility of the Shipping/Receiving/Inventory Assistant will be to assist the Lead Shipper and Lead Receiver in the daily operations of their departments as required. This person will be unloading incoming freight, checking for any damages that may occur with freight, counting incoming freight and checking it against the packing slip, checking receipts for damage, packaging finished goods for shipment, loading trucks, cycle counting, and ensuring the production departments are fully stocked to build product. Regular housekeeping, organizing and parts rotation of the receiving area will be necessary.

Providing support in these areas:

- Assist the lead shipper and receiver in their daily operations
- Unloading of incoming trucks
- Putting parts away in their proper designated areas
- Picking of daily production parts
- Picking and packing of service parts
- Regular housekeeping of the entire receiving area
- Assisting the shipping department when required
 - o Packaging finished goods
 - o Shipping finished goods
- Inventory cycle counts
- Inventory data entry
- Complete other assigned duties as determined

Experience:

1-2 years' experience in a related position
Must be able to be forklift certified
Effective organization and multi-tasking ability
Ability to work independently as well with a team
Demonstrate sound work ethics
Takes initiative and is responsible and creative
Computer skills



Knowledge:

- Experience with Word, Excel, E2 or similar
- Strong analytical and troubleshooting skills
- Excellent written and verbal communication skills
- Ability to maintain a high level of accuracy