



Inventory/Shipping Clerk

Job Description

Department:	550 - Traffic/Shipping	Reports To:	Shipping Lead
Positions Supervised:	This job has no supervisory responsibilities.		
Travel Required:	0%	FLSA Status:	Non-Exempt
Schedule:	M-F 8:30-5:30	Classification:	Full-Time
Last Revision Date:	6/14/2021	Location:	Oldsmar, FL

Job Summary

This position is responsible for unloading, distributing, documenting and stocking all inbound shipments. Other responsibilities include pulling product for Production work orders and pick and pack restocks. This position will also provide labor support to other areas, as needed. Employee will be responsible for cleanliness and safety issues in the warehouse. The position requires a self-starter who can work independently with little supervision. Must be a team player to multiple departments, who can both multi task and prioritize the work load.

Duties and Responsibilities

The following are duties and responsibilities for the position. Other duties or functions may be performed as assigned:

- Receive, accurately count and notify QA for all inbound shipments including work orders
- Maintain accurate logs of incoming materials including completed production, RMAs and employee packages
- Provide proper documentation for all inbound receiving
- Maintain the warehouse to be organized, safe and clean
- Provide additional labor to the Shipping group to pull & pack orders
- Lend assistance to the Special Projects Lead, at peak times
- Pull inventory for the shipping and production departments, as needed
- Perform monthly cycle counts per company guidelines
- Maintain punctual and regular attendance for scheduled work hours

Knowledge and Technical Skill Requirements

To perform this job successfully, an individual should have the following knowledge and skills:

- Ability to use pallet jack, ladder and fork lift
- Have good verbal and written as well as basic math skills
- Some computer skills
 - Microsoft Outlook
 - Microsoft Excel
- Able to use small hand tools such as wrench, driver and hammer
- Prompt, reliable, and organized

Education and/or Experience

High school diploma or general education degree (GED) preferred; or one to three months related experience and/or training; or equivalent combination of education and experience.

Certificates, Licenses, Registrations

This position does not require certificates, licenses, or registrations.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may require extended periods of standing, sitting, as well as some repetitive movements and repetitive lifting of minimal weight.

While performing the duties of this position, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to walk. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

The work environment has a moderate level of office sound. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Travel

Travel is not a requirement of this position.

Supervisory Responsibilities

This position does not have supervisory responsibilities.

Vanguard Protex Global is a drug-free workplace.

Employee Name

Employee Signature

Date