

Position Description

Shipping and Receiving Clerk

Date: December 2024

Classification: Non-Exempt

Reports To: Shipping and Receiving Supervisor

Position Purpose: Verify and maintain records on incoming and outgoing shipments. Prepare items for shipments. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying and recording incoming merchandise or material; and arranging for the transportation of products.

Organization Relationships: This position reports to the Shipping and Receiving Supervisor and will interact on a regular basis with other production staff, purchasing and management. This position works cooperatively with other organization staff.

Principal Accountabilities/Essential Functions:

- Deliver or route materials to departments using work devices such as hand trucks, conveyors, or sorting bins. **(All Levels)**
- Load and unload trucks with forklift or hand truck. **(All Levels)**
- Issue parts to shop orders for castings and other items, and cycle count castings as required. **(All Levels)**
- Confer or correspond with department supervisor or lead to rectify problems, such as damages, shortages or nonconformance to specifications. **(All Levels)**
- Examine contents and compare with records such as manifests, invoices, or orders to verify the accuracy of the incoming or outgoing shipment. **(Levels 2, 3 & 4)**
- Prepare documents such as work orders, bills of lading, or shipping orders to route materials. **(Levels 2, 3 & 4)**
- Put parts away after receiving and basic cycle counting. **(Levels 2, 3 & 4)**
- Receive all of the items in the online computer receiving system. **(Levels 2, 3 & 4)**
- Record shipment data such as weight, charges, space availability, damages or discrepancies for reporting, accounting or recordkeeping purposes. **(Levels 3 & 4)**
- Determine shipping method for materials using knowledge of shipping procedures, routes and rates. **(Levels 3 & 4)**
- Pack, seal, label, and affix postage to prepare materials for shipping, using work devices such as hand tools, power tools, and postage meter. **(Levels 3 & 4)**
- Process transfer orders, perform basic inventory transactions and operate UPS PC and machine. **(Levels 3 & 4)**
- Requisition and store shipping materials and supplies to maintain inventory of stock. **(Levels 3 & 4)**
- Contact carrier representatives to make arrangements or to issue instructions for shipping and delivery of materials. **(Levels 3 & 4)**
- Compute amounts such as space available, shipping, storage, or demurrage charges using computer or price list. **(Levels 3 & 4)**
- Prepare customer orders for international and domestic shipping, train other employees, reconcile cycle counts, and document procedures. **(Level 4)**
- Attendance is an essential function of this position.
- Performing all other duties as assigned.

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Qualifications:

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to pass a Criminal Background Check and Drug Screen

Education and Experience:

- High School Diploma or GED equivalent required.
- Preference is given to candidates with manufacturing experience.

Level 1: 6 months to 1-year experience

Level 2: 1-2 years experience

Level 3: 2-3 years experience

Level 4: 3+ years experience

Language Skills:

- Clear and concise written, verbal, and interpersonal communication skills that produce desired results.
- Ability to effectively present information and respond to questions from internal and external customers which includes program staff, managers, clients, regulatory agencies, and vendors.
- Capable of reading and interpreting information, such as reports, general correspondence, and government regulations, with the ability to share with others as needed.
- Ability to use a personal computer and standard business and other work-related software with minimal instruction.

Mathematical Ability:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, fractions and decimals.

Mental Essential Functions and Reasoning Ability

- Proven active listening, decision-making, and customer service abilities.
- Decision-making abilities.
- Ability to work and prioritize independently with the capacity to collaborate with others.
- Organizational abilities with the ability to seek assistance in a professional manner.
- Manage multiple projects simultaneously with minimal supervision while maintaining attention to detail.
- Capable of demonstrating an understanding of and being sensitive to serving a culturally diverse population.
- Demonstrated ability to learn and apply newly acquired skills, knowledge and feedback.
- Ability to maintain confidentiality and comply with professional ethics and standards.



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.

- While performing these duties the person is regularly required to walk, stand, sit, bend, climb stairs, kneel, or crouch and successfully demonstrate the ability to write and use a computer.
- Employees in this position may need to regularly lift at least 10 lbs. and up to 50 pounds occasionally and may need to exert themselves while performing the above-mentioned duties.
- Ability to work in a manufacturing environment where it can be hot in the summer and cold in the winter. Ability to wear mandatory PPE.
- Reasonable accommodations will be made as needed to assure staff is safe. Assistance will be provided if employee is unable to complete a task.

I acknowledge that I have received a copy of the above position description and have reviewed and understood it.

Staff Signature

Date

Staff Printed Name

Date

Supervisor Signature

Date

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.