



JOB TITLE: Receiving Floor Clerk
LOCATION: Romeoville, IL

JOB PURPOSE:

Receiving Floor Clerk is responsible for the accurate physical receiving of inbound shipments, and for verifying and keeping records on received goods by timely entering items into Warehouse Management System.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Checks in drivers; verifies trailer seal prior to the driver's removal.
- Compares information and counts of incoming shipments to verify information against Bills of Lading, or other records.
- Records and checks quantity and quality of goods received.
- Inspects, accepts, or rejects inbound shipments.
- Checks for damaged goods.
- Communicates with appropriate department lead regarding product damage.
- Marks materials with identifying information.
- Physically breaks down nonconforming loads, repalletizing as needed.
- Responsible for segregating and sorting product onto individual pallets.
- Properly inputs received material into computer system in a timely manner
- Returns receiving documentation to Receiving Lead.
- Confirms proper item, quantity and lot on inbound loads.
- Performs general cleaning duties of receiving area and warehouse generally.

EDUCATION AND/OR EXPERIENCE REQUIRED:

- High School Diploma/GED required.
- Minimum 1-3 months related experience and/or training in warehouse environment, receiving experience preferred.

QUALIFICATIONS:

- PC literate, experience with Google G-Suite.
- Experience using WMS software a plus (Synapse preferred).
- Ability to physically read and count products on inbound pallets, and to decipher difference between numerical and date lot codes/best buy dates.
- Ability to read and interpret documents such as safety rules, standard operating procedures, and policy manuals.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, and common fractions.
- Ability to read and comprehend simple instructions, short correspondence, and memos.