



JOB ANNOUNCEMENT

JOB TITLE: Receiving Clerk ~ Inbound Freight Check In

REPORTS TO: Manager of Receiving/Inventory Control

**Hours: 7am to 5pm Monday through Friday.
Some Saturdays, 6am-12pm.**

ESSENTIAL DUTIES AND RESPONSIBILITIES

Other duties may be assigned).

- Safely operate a forklift to unload inbound freight and stage it in the appropriate staging zone
- Keep designated work areas clean and free of any safety concerns, as well as perform housekeeping duties as required.
- Perform all necessary tasks to process, locate and complete inbound shipments using a packing list and purchase order. This may include but is not limited to the following.
 - Separating mixed shipments to ensure accuracy of parts and quantities shipped.
 - Communicating with buyers on any discrepancies that a shipment may have.
 - Make sure all Prop 65 requirements are met.
 - Label, re-box or correct freight to meet the requirements for Rotary shipping and shelving.
 - Enter purchase orders into LogPro and release into Lawson once put-aways are completed.

JOB REQUIREMENTS:

- Ability to pay attention to detail.
- Ability to use and learn LogPro and other necessary computer skills.
- Warehouse experience, knowing and understanding location type and sizes.
- Mathematically skilled.

**Interested Candidates should apply in person, or on our website @
www.rotarycorp.com/jobopportunities**