



# Brattain International Trucks, Inc.

## JOB DESCRIPTION

**TITLE:** Shipping & Receiving Clerk

**REPORTS TO:** Parts Manager

**REVISED:** November 8, 2011

### Position Information:

Verifies and keeps records on incoming and outgoing shipments and prepares items for shipment.

### Duties/Essential functions:

- Compares identifying information and counts, weighs, or measures items of incoming and outgoing shipments to verify information against bills of lading, invoices, orders, or other records.
- Unpacks and examines incoming shipments, rejects damaged items, records shortages, and corresponds with shipper to rectify damages and shortages.
- Routes items to departments.
- Determines method of shipment, utilizing knowledge of shipping procedures, routes, and rates.
- Posts weights and shipping charges, and affixes postage.
- Examines outgoing shipments to ensure shipments meet specifications.
- Maintains inventory of shipping materials and supplies.
- Operate lift truck or use hand truck to move, convey, or hoist shipments from shipping-and-receiving platform to storage or work area.
- Inspect and accurately track incoming and outgoing cores, issue customer credits, and prepare cores for shipment to core center.
- Perform weekly vehicle inspection on forklift and backup delivery vehicle.

### Other Duties/Marginal Functions:

- May direct others in preparing outgoing and receiving incoming shipments.
- May receive damaged or defective goods returned to establishment.
- Occasionally responsible for pickup and delivery of parts to customers.
- May receive unsold products returned by delivery driver, or outside salesperson.

**Working Conditions:**

- Performs physically demanding work during his/her shift. He or she may stand six to eight hours per day.
- Lifts parts weighing up to 50 pounds and heavier when assisted.
- Uses mechanical tools such as crimpers, pliers, wrenches, and tape measure.
- He or she may be exposed to dust, hazardous materials, non-hazardous materials and exhaust fumes.

**Qualifications:**

- Self motivated.
- Clean driving record and able to operate company vehicle safely.
- Ability to operate a forklift.
- Ability to interpret vendor catalogues.
- Ability to use system computer, calculator and other elementary level electronics.

**Note:**

**This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment, or a promise or guarantee of any specific terms or conditions of employment. The company may add to, modify, or delete any aspect of this job (or the position itself) at any time as it deems advisable.**