

POSITION: Receiving Technician COMPENSATION: Non-Exempt; Hourly LOCATION: Houghton, MI REPORTS TO: Production Manager

Position Description

This position requires a hardworking, deadline driven individual. This person will monitor all incoming shipments and will be accountable for meeting deadlines, communicating missed deadlines, and assist with delivery issues. The Receiving Technician must be able to multi task, work with all departments and outside customers.

Principal Accountabilities

- Inspects, accepts, or rejects goods received
- Input stock items into computer and store in the assigned location
- Submits proper documents and notification to accounts payable
- Notify Team Lead of shortages and needs
- Capable backup to Shipping Clerk
- Participate in company safety objectives
- Following all ISO Company policies and procedures
- Pro-actively report issues that may hinder job duties to Team Supervisor
- Responsible for maintaining proper bill of material accuracy to ensure inventory accuracy

Attributes

- Ability to solve problems using existing systems and processes
- Must be an excellent verbal and listening communicator
- Capable of following processes and initiate process improvements
- Maintain a positive attitude in high-pressure situations
- Detail Oriented

Education/Experience

- High School Diploma or equivalent required
- Excellent reading and computer skills required
- 1-3 years of warehouse receiving experience preferred
- Familiarity with basic office machinery such as telephones, computers, copiers and fax machines
- Experience with UPS online, CCX, or similar preferred

Working Conditions

- Ability to lift up to 50 pounds while following appropriate safety procedures
- Ability to stoop, kneel, crouch, crawl and climb
- Ability to work in an upright standing position for long periods of time
- Ability to sit for extended periods of time
- Ability to work extended hours as business needs dictate
- Ability to work safely in a manufacturing environment

Printed Name: ______

Signature: _____

Date: _____

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will posses the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. Somero Enterprises is an Equal Opportunity Employer. August 2016