

**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: \_\_\_\_\_