



POSITION DESCRIPTION

CLEARFIELD, INC.

POSITION TITLE: WAREHOUSE RECEIVER

POSITION OBJECTIVE:

Receives incoming goods and place into inventory and prepares paperwork for invoicing in a timely manner that meets or exceeds company expectations for service, quality, and safety.

POSITION RESPONSIBILITIES:

1. Receive all same day delivery product, verifying identification and quantities against invoice, and then place into inventory according to specified priorities
 - Open all boxes and verify quantities according to packing lists and PO, paying attention to part numbers and comments
 - Conduct incoming inspection of materials as directed.
 - Understand and follow Clearfield quality and ISO requirements and procedures.
 - Maintain timely, positive communications about workflow with all internal and external customers
2. Fill pick lists and work orders from inventory on a back-up basis when needed in Parts/Order Filling with consideration for:
 - Customer order priority
 - Special Order comments
 - First in – First out
 - Quality check, matching items to description (part number) and quantity
3. Cross-trains with and backs up other Warehouse staff including Shipping and Parts, and Packaging.
 - Boxes and palletizes products in compliance with company procedures for service, safety, and adherence to ISO requirements, verifying the part number and quantity against packing slip and pick ticket.
 - Prepares for shipping systems and carriers to maximize the timely, safe delivery of all customer product at most effective cost
 - Service will call customers including COD orders
 - Fill pick lists and work orders from inventory
4. Performs all other duties as apparent or assigned.
 - Keep workstation and department area neat and clean at all times
 - Sweep floors, empty trash, and break down boxes for recycling on a daily basis.
 - Familiarity with Microsoft Platform
 - Two years of prior experience in manufacturing receiving environment
 - Forklift Certification
 - Able to stand and walk throughout an eight-hour shift and lift up to 40 lbs. on a repetitive basis



POSITION DESCRIPTION

CLEARFIELD, INC.

POSITION TITLE: WAREHOUSE RECEIVER

POSITION REQUIREMENTS:

Able to read English to understand Order pick lists, including parts names and numbers.

Able to lift up to fifty pounds on an occasional basis ten percent (10%) or less of time

Able to make repetitive hand and arm movements.

Able to stand and walk throughout work shift.

Forklift Certification preferred (will train)

SHIFT: Daily schedule is Monday-Friday, 8:00 a.m. to 5:00 p.m. Possible short notice of overtime.