

JOB DESCRIPTION

ELECTRIC MOTOR SHOP & SUPPLY, INC.

Position: Warehouse Shipping & Receiving Lead

Division: Distribution

Location: Fresno

Reports to: Inventory Specialist

JOB SUMMARY:

Responsible for ensuring the smooth and efficient operations of the Shipping & Receiving department. Responsible for coordinating the activities of employees engaged in material handling, shipping, storage and transportation

PRINCIPAL DUTIES & RESPONSIBILITIES:

- Verifies and keeps records of incoming and outgoing shipments and prepares items for shipment; receives items from UPS/FedEx/Delivery Companies
- Unpacks and examines incoming shipments, rejects damaged items, records shortages; routes items to departments.
- Operate fork-lift or use hand-truck to move, convey, or hoist shipments from shipping-and-receiving area to storage or work area, or onto/from delivery trucks.
- Conducts physical inventories such as checking contents of shipped product against purchase orders for the purpose of verifying stock and identifying losses.
- Coordinates delivery of received items for the purpose of ensuring items ordered are delivered in a timely and accurate manner.
- Maintains inventory of shipping materials and supplies
- Operates a personal computer to access, enter, and correct information; answers phones and provides information using customer service skills
- If needed, delivers items to customers in a professional and prompt manner, focusing on customer service. Strictly adhere to all traffic laws. Knowledge of surrounding area a plus.
- Must be able to safely bend, stoop, lift and move objects, max of 50 pounds. Physically capable of opening boxes, crates and other large containers using hand tools to unpack items received
- Follow all relevant safety, quality and environmental control procedures and instructions so that personal safety and the safety of others is not jeopardized Maintains a clean work environment. Must be able to communicate and understand the needs of the department.
- Neatness in personal appearance and the ability to establish and maintain good relations with fellow employees and customers by providing courteous, efficient and professional service.
- Promote teamwork and assist others with their initiatives and efforts within the business unit
- Communicate well both verbally and in writing; daily ongoing communication with supervisor
- Other tasks as directed by division manager

REQUIRED AND PREFERRED QUALIFICATIONS (SKILLS, EDUCATION AND EXPERIENCE)

The requirements listed below are representative of the qualifications necessary to perform the job.

Education and Experience

- Education: High school diploma or G.E.D. (accredited)
- Experience Preferred: 1-2+ years of experience working in warehouse environment

Certificates, Licenses, Registrations or Other Requirements

- California Drivers License with clean driving record
- Must be 25 years of age
- Willing to participate in drug/alcohol/background screening; Part of Random Drug Screen Consortium
- Initiative, the ability to work independently, flexibility, enthusiasm, resilience, self-confidence, and self-motivation.
- Must be responsible, reliable, honest, and independent.

Other Preferred Knowledge, Skills or Abilities

- Proficiency with Microsoft Office Programs: Excel, Outlook, and Word.

WORK ENVIRONMENT

Listed below are key points regarding environmental demands and work environment of the job.

- Required to use motor coordination with finger dexterity (such as keyboarding, writing, etc.) most of the work day.
- Normal setting for this job is: warehouse setting.

Disclaimer: *This Job Description illustrates the general nature and level of work performed by employees within this job classification. It is not intended to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, and skills required of personnel so classified.*