

# Job Title: Warehouse Associate / Shipping-Receiving Clerk

## Summary

Assures proper control of the parts inventory and relevant tasks pertaining to the functions of the Parts Department.

## Essential Duties

- Load and unload trucks.
- Check-in and put up parts deliveries.
- Pull from inventory and ship: Customer Orders, Parts Returns and Core Returns.
- Perform accurate Parts Inventory counts.
- Keep all Parts Inventory areas clean and organized.
- Assist with the organization of daily deliveries for the Parts Drivers.
- Performs other tasks as assigned from the Parts Manager.

## Qualifications

To perform this job successfully, an individual must be able to perform each **Essential Duty** satisfactorily. An individual must be self motivated, have a professional attitude and a strong work ethic. He or she must have a valid drivers license. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## Education / Experience

- An individual must have a minimum of a High school diploma or general education degree (GED) with at least one to two years related experience and/or training.
- **Competent computer skills and a willingness to receive cross-training** related to the day-to-day functions of the Parts Department are pertinent attributes. Examples of cross-training include but are not limited to; certification and safety training to operate a forklift, assisting with customers, parts sales and assisting service technicians with correct parts for repair orders.

## Language Skills

- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to speak clearly and effectively before groups of customers or employees of organization.

## Mathematical Skills

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to calculate basic figures and amounts.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Some lifting and carrying of heavy items, along with the safe operation of a forklift are required. The ability to perform the essential duties for this job in varying weather conditions and temperatures.

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**Department:** Parts Department

**Reports To:** Parts Manager

**Prepared By:** Office Administrator

**Prepared Date:** 3/2023

**Approved By:**

**Approved Date:**