

Responsibilities:

- Count, weigh or measure items of incoming shipments in order to verify information against invoices, orders, and other records.
- Insert items into bin locations.
- Examine and unpack incoming shipments; record shortages and reject damaged items.
- Examine incoming shipments to ensure they meet specifications.
- Operate lift truck to move shipments from shipping and receiving platform to storage area.
- Check inbound inventory and administer the processing.
- Trace and track shipments to ensure timely delivery.
- Responsible for monitoring the returns process.
- Verify receipts and log them according to required procedures.

Requirements:

- Ability to work in a cold environment with temperatures ranging from 34-50 degrees.
- Ability to lift up to 50 lbs. and have the ability to stand for long period of time.
- Must have recent experience driving a sit down forklift. Current forklift certificate.
- Must have a working knowledge of internet software usage, order processing systems, inventory and word processing software.
- Must be able to work a flexible schedule.
- Ability to calculate mathematical values.
- Attention to detail is a plus.