

JOB TITLE: Shipping/Receiving Clerk

DEPT: Shipping / Receiving

FLSA STATUS: Non-Exempt

LOCATION: 1635 Ives Ave, Oxnard, CA

EFFECTIVE DATE: 08/27/2024

REPORTS TO: Quality Assurance Manager

APPROVED BY: Lorenz Cartellieri

GENERAL PURPOSE OF POSITION:

Performs all shipping and receiving tasks including incoming inspection for Experior Laboratories overall operations.

Pay Range: \$18 to \$26 per hr- Depending on Experience

RESPONSIBILITIES/DUTIES:

General

- Receive, inspect and photograph all incoming materials.
- Document any damaged or missing items and notify appropriate individuals.
- Properly identify and label all incoming materials.
- Scan, organize and store all incoming and outgoing documentation.
- Unload freight deliveries utilizing forklift.
- Update required MS Excel logs and spreadsheets related to incoming and outgoing material.
- Perform computer transactions in QuickBooks (accounting system) and Wrike (project management system) for all incoming and outgoing materials.

Other

- Maintain a clean and organized shipping / receiving work area.
- Maintain appropriate inventory levels of packaging material.
- Improve shipping / receiving to make the process more efficient.
- Revise relevant shipping / receiving procedures as required.
- Additional responsibilities may be assigned based on company needs.

SUPERVISORY DUTIES:

None

MINIMUM QUALIFICATIONS:

Knowledge:

- Minimum of 2 years of relevant shipping / receiving experience
- Minimum of 1 year of forklift operator experience.
- Education: High School Diploma or GED
- Knowledge of ISO9001, AS9100 or ISO17025 is a plus.
- Knowledge of ESD is a plus.
- Knowledge of Lean Manufacturing is a plus.
- Knowledge of QuickBooks is a plus.

Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent customer service skills.
- Excellent work ethic.
- Ability to effectively follow verbal and written work instructions.
- Ability to work in a safe and efficient manner.
- Strong computer knowledge especially with traditional computer software products (Outlook, Word, Excel, Teams)
- Experience utilizing carrier shipping programs (UPS, FedEx, DHL, Freight, etc.)
- Must work well independently and in a team environment.
- Ability to multitask and to adjust to rapidly shifting priorities.
- Ability to obtain Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) approval as an Employee Possessor. Previous approval as an Employee Possessor is a plus.

Requirements:

- US Citizenship or US Permanent Resident status required (due to access to US export-controlled information)
- Must have valid driver's license

PHYSICAL DEMANDS:

- Physical requirements: Lifting 30 lbs.
- Standing / Sitting: 60%/40%

WORK ENVIRONMENT:

In general, the following conditions of the work environment are representative of those that an employee encounters while performing the essential functions of this job:

- Non-air-conditioned warehouse environment
- Minimal amount of work is performed in an outdoor environment.

Applications MUST be submitted through the Experior Labs website and must include a cover letter. Please visit the following site to submit your application.

<http://www.experiorlabs.com/careers>

I have received a copy of the Job Description and have read and understand its contents.	
Employee Name: _____	Date: _____
Employee Signature: _____	Date: _____
Supervisor's Signature: _____	Date: _____