

Receiving Clerk

Description

Major Duties and Responsibilities:

- Enter inbound drivers arrival time in Smart Dock
- Enter time you assigned door to driver in Smart Dock
- Assign driver a door and a key, and write it on the Appointment page as well as the drivers paperwork
- Close out the PO in Smart Dock when receiver turns in paperwork
- Attach paperwork to Green Bar paperwork and take to Accounts payable
- Print dock copies for receivers and for Logistics person
- Reprint green bar paperwork for accounts payable
- Print License Plate labels for receivers
- Schedule appointments for inbound shipments (shared with Logistics Administrator)
- Other duties as assigned by the supervisor

Qualifications

Minimum Required Qualifications:

- 10-key and keyboard by touch are a must
- Ability to prioritize in order to complete tasks on a timely basis despite frequent interruptions
- Detail oriented, pick up tasks quickly, and able to handle multiple tasks simultaneously
- Extremely organized to meet various deadlines and cutoffs
- Remain motivated while performing routine repetitive tasks
- Strong verbal and written communication skills are a must
- High School graduate
- Must be a team player and able to work harmoniously and effectively with others and perform well under pressure
- Willingness to learn and grow within the company and assume increasing responsibilities through cross training in other areas of the department
- A stable work history a must

Benefits: Great health benefits, matching 401(k), profit sharing, paid vacation, sick time and holidays.

Position: Full Time, Regular

Salary: DOE

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