

Receiving Clerk Job Description

- Count, weigh or measure items of incoming shipments in order to verify information against invoices, orders , bills of lading or other records
- Assemble cardboard or wooden containers or select preassembled containers
- Insert items into containers
- Examine and unpack incoming shipments; record shortages and reject damaged items
- Route items to various departments
- Examine incoming shipments to ensure they meet specifications
- Operate lift truck or hoist shipments from shipping and receiving platform to storage area
- Check in inbound inventory and administer the processing
- Trace and track shipments to ensure timely delivery
- Responsible for monitoring the returns process
- Sort, count, identify, verify and track all material by utilizing the Syteline to maintain accurate inventory records
- Verify receipts and log them according to required procedures
- Investigate and resolve situations where items received are not properly documented in the daily receipt log
- Regularly enter inventory data into Syteline on a timely basis
- Assist management in recycling material in the warehouse
- Cooperate with representatives from other departments in the organization to provide warehouse information as requested
- Perform regular material warehouse audits to ensure that material is undamaged and maintained neatly throughout the warehouse
- Advise management of cycle count issues on a timely basis
- Ensure that all documents and material received in the warehouse are of satisfactory quality
- Safely utilize forklifts cum power jacks to move warehouse materials according to proper safety instructions and as directed.