



## Shipping and Receiving Clerk

**Reports to:** Production Manager

**Department:** Shipping/Receiving

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**Wage scale:** \$16 to \$24 per hour

**Scope:** Shipping, receiving, and recording the movement of parts, supplies, materials, equipment, and stock to and from the facility, local pickup and delivery

**Prerequisites:** Minimum 1 year shipping and receiving experience; class 5 and lift truck operating license

**Essential skills:** Physical fitness, attention to details, finding information, document use, writing, reading text, operation of lift truck, use of power tools

**Responsibility:**

- Completion of receiving documentation for incoming materials and products.
- Containerizing outgoing products and interacting with freight companies.
- Operating Lift Truck
- Organization of storage containers
- Local pick up and delivery utilizing company vehicle and trailer
- Maintaining organized and clean work area
- Other duties as assigned

**ACS offers:**

- comprehensive extended healthcare,
- dental,
- prescription drugs
- travel insurance
- life insurance and AD & D

Employees are eligible for benefits upon completion of the applicable waiting period. Premiums are cost shared with 50% paid by the Company.