

## Job Description

Position: **Material Control & Receiving Clerk**

Status: Full Time, Hourly

Reports to: Operations Supervisor

### Summary

This position involves performing a variety of semi-routine tasks to handle and process electronic components. Under limited supervision, the right candidate will follow existing procedures to move material in a safe and timely manner. The right candidate will also be self-motivated, respectful, and maintain a positive attitude.

### Duties and Assignments

This job description is not designed to be a comprehensive list of all activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

#### Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:

- Move and store materials using forklift, pallet jack, and other mechanical tools and instruments.
- Properly handle and package materials in accordance with anti-static discharge (ESD) procedures.
- Read Material Pull Reports and accurately fill requirements.
- Accurately count material with or without counting aids, such as scales and component counting devices.
- Duties will require constant interaction with others and effective verbal communication is a must.

#### Skills & Competencies:

- Must demonstrate a strong desire to work and provide quality performance.
- Strong verbal communication skills.
- The ability to follow verbal and written instructions.

**Work environment:** This job operates primarily in an electronics warehouse work environment.

**Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and push/pull carts with product. Lifting is required with single-person lifting requirements limited to less than 35 pounds, in excess of that to be lifted using multi-person lift or lifting devices.

**Education:** The position requires a High School Diploma or equivalent. Related job experience is not required, but it is preferred. Training will be provided on the job.

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