

**Enviro Tech Chemical Services, Inc.**  
**Job Description**



<b>Job Title: Shipping &amp; Receiving Clerk III</b>		<b>Backup: Shipping &amp; Receiving Clerk II &amp; III</b>
<b>Work Location: Helena, AR</b>		
<b>Department: Shipping &amp; Receiving</b>		
<b>Reports to: Shipping &amp; Receiving Manager</b>		
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Exempt <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Nonexempt	<b>HR Contact: Facility HR Representative</b> <b>Revision Date: 2/28/19</b>	

**Essential Duties and Responsibilities:**

**Shipping & Receiving Clerk III is responsible for the receipt and shipment of incoming and outgoing materials, supplies, and products. Receives goods, verifies items against the record of shipment, and inspects condition. Gathers, verifies, and packs items for shipment according to specifications and the transportation method used. Records received and shipped items according to established procedures. Reports directly to Shipping/Receiving Manager.**

- Ability to learn and take direction from supervisor, and/or co-workers.
- Responsible for Quality Point (QP) 3 – Final QA Inspection
  - This is the final point of inspection before products are released to shipment. They must be inspected for any defects or contamination. Labels, lot numbers, COA, and other paperwork must also be verified.
  - Records of inspections will be documented on InteleX.
- Responsible for monitoring and maintaining records of CCP1, CQP1 Receiving Raw Materials and CCP, CQP3 Final QA inspection and ensuring all finished product is inspected for any defects, contamination as well as correct labels, lot number, COA, and all required shipping paperwork.
- This position inspects, promotes, and maintains adherence to food safety cleanliness in the handling of product, ingredients and finished goods using proper work procedures and compliance with Food Safety and Quality Standards as defined by the FDA, SQF, HACCP and GMP Programs.
- Comply with company GMP's HACCP, Safety rules and employee conduct policies at all times.
- Assist department personnel in all aspects of department needs.
- Continued on the job training to obtain the knowledge to work independently.
- Select and prepare items for shipment according to BOM and Shipping documents.
- Maintain shipping and receiving documentation in a neat and orderly manner.
- Work with other departments to ensure on time shipments and customer satisfaction.
- Follow FIFO on all products shipping.
- Load and unload trucks; stack and retrieve items safely.
- Receive and unload incoming materials and compares information on packing slip with purchase order to verify accuracy of shipment; may process return shipments from customers/suppliers.
- Notify department manager or lead of damaged or defective items.
- Assemble wood and cardboard containers or pick pre-assembled containers.
- Route products to departments.
- Trace missing or lost shipments.
- Attach identifying information and delivery instructions on containers.
- Receive incoming shipments and compare items to work orders provided by supervisor.
- Count items to ensure that the correct quantity has been received.
- Determine storage areas for incoming shipments and allocate appropriate space within the warehouse.
- Maintain a clean and safe work area, return tools and equipment back to their proper area for storage, clean and ready for reuse, after each use.
- Perform other job-related duties as required.

**Education and/or Work Experience Requirements:**



**To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

- High School Diploma or GED required.
- Verbal and written communication skills, including ability to effectively communicate with internal team members and external vendors or customers via email, telephone, 2 way radio, or handwriting.
- Computer proficiency (MS Windows and Office)
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- Acceptable organizational and time management skills.
- Associates Degree preferred.
- Current forklift license
- Must be CFR49 Certified.
- Basic knowledge of the shipping and receiving process
- Basic knowledge of customer products and labels.

**Physical Requirements:**

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear.
- The employee is occasionally required to walk, climb, or balance.
- Specific vision abilities required by this job include close and long-range vision with good peripheral vision.
- Must meet respirator fit test requirements.
- The employee must frequently lift and or move up to 50 pounds.
- The work environment characteristics described here are representative of those an employee encounters while performing the job essential functions of this job. The employee is exposed to outside weather conditions, which include extreme hot and cold weather, humidity, rain and wind. The noise levels in the work environment are low to moderate.
- While performing the duties of their job, the employee will utilize industrial equipment to transport, blend, and package hazardous and non-hazardous materials and compounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of their job.
- Enviro Tech Chemical Services, Inc. is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. Enviro Tech Chemical Services, Inc. is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. Consistent with the Americans with Disabilities Act (ADA) To request reasonable accommodation, contact Director, Human Resources ph. (209) 232.2216, email scoen@envirotech.com.

**Print Employee Name:**

**Employee signature:**

**Date:**

**Manager Signature:**

**Date:**

**Human Resources Signature:**

**Date:**