



JOB POSTING

Job Title:	Receiving Clerk	FLSA Classification:	Non-Exempt
Department:	Shipping and Receiving	Reports To:	Shipping and Receiving Supervisor
Apply:	hr@airinnovations.com	Compensation:	\$14.00 - \$17.00

Air Innovations designs and builds environmental process control systems for applications that can't be addressed with standard HVAC equipment. We serve a broad range of industries from aerospace, defense, and R&D to semiconductor, pharmaceuticals, and more. We pride ourselves on innovation, collaboration, expertise, and quality.

Benefits for Full-Time Employees Include:

- Medical, Dental, and Vision Plans
- HSA and FSA company match with enrollment in a qualified plan
- Simple IRA with company match
- Company Paid Life Insurance and Long-Term Disability
- Supplemental Short and Long-Term Disability
- Paid Vacation, Personal Leave, and Sick Leave
- Paid Holidays
- Employee Referral Bonus
- Educational Assistance

Job Summary:

Receive incoming parts and materials and physically move and stock parts in their correct location.

Duties and Requirements:

- Receive incoming materials and compare information on packing slip with purchase orders, invoices, or other documents to verify accuracy of shipment.
- Inspect shipments for damages or defects; record discrepancies or damages and notify supervisor.
- Unload incoming trucks and move products to designated locations using hand or forklift trucks. Accurately label and/or tag materials for special order or inventory, update inventory databases, and distribute product to proper person or location.
- Deliver materials throughout the production area and stock in a FIFO manner. Assist with material transfers within the production area. Assist customers with customer pickup as requested.
- Receive and process returned goods and deliver to the RGA area.
- Maintain a neat and clean work area by disposing of waste material, cardboard or packing materials, and stacking pallets.
- Improve inventory accuracy and insure parts rotate in a FIFO manner.
- Perform related duties as requested to meet department and or company objectives.
- Comply with all safety procedures.
- Assist other associates and or departments as requested to meet business requirements.

- Learn and practice the company's Foundations.
- All employees are expected to contribute to improving their operations and our company.
- Cross-train with both Packing and Shipping and backfill as necessary for absences and vacations.

Education and Experience:

- High School Diploma or equivalent required.
- Prior receiving/shipping experience is preferred.

Knowledge, Skills, and Experience:

- Must demonstrate acceptable attendance, cooperation and willingness to receive training.
- Ability to perform basic mathematical calculations.
- Basic computer proficiency.
- Ability to work overtime as requested.
- Possession of, or ability to receive and maintain, forklift operator's license.
- Proficiency using small hand tools such as: drills, wrenches, screwdrivers is preferred.

Physical Demands:

- Work may be physically demanding. Ability to balance, stoop, crouch, reach, sit, stand, walk, push, pull, lift, use fingers, grasp, feel, talk, hear, and perform repetitive motions.
- Ability to exert up to 40 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Speech and hearing sufficient to safely work in a manufacturing setting, receive and understand verbal directions, and respond to auditory cues.
- Vision sufficient to read incoming paperwork, computer screens, and other instructions, and distinguish between different parts and components.

Equipment Used:

- Ability to operate a variety of forklift trucks for material movement.
- Must be able to use a computer to send/receive email messages, post information to a database or spreadsheet, and perform basic word processing and/or data entry.
- Must wear safety shoes, respirator, safety glasses and a hard hat when performing certain job duties.

Environmental Conditions:

Work is performed in a manufacturing setting with exposure to temperature changes, heat, noise, odors, moving equipment. Personal protective equipment must be worn as required for certain operations and in certain locations.

Air Innovations is an EEO employer and does not unlawfully discriminate on the basis of a person's race, religion, creed, color, sex, age, national origin, disability, sexual orientation, gender identity, marital or family status, pregnancy, military status, veteran status, predisposing genetic characteristics or carrier status, arrest or conviction record, domestic violence victim status, or any other legally protected class or status