



## Receiving & Quality Control Clerk

### Position Summary

This job description is designed to outline primary duties, expectations, qualifications, and job scope, but not limit the employee nor the organization to just the work identified. Duties, responsibilities and activities may change or new ones may be assigned to help ensure the success of our organization.

### Qualification / Experience

<b>Education</b>	Required	<ul style="list-style-type: none"> <li>High school diploma or general education degree (GED)</li> <li>Computer experience required</li> </ul>
	Preferred	<ul style="list-style-type: none"> <li>Associate's degree preferred</li> </ul>
<b>Experience</b>	Required	<ul style="list-style-type: none"> <li>One (1) year of related experience required</li> <li>No experience required if candidate has associate's degree</li> </ul>
	Preferred	<ul style="list-style-type: none"> <li>Two (2) years of related experience preferred</li> </ul>
<b>Licenses, Certifications, Registrations</b>	Required	<ul style="list-style-type: none"> <li>Must be a certified forklift driver within 30 days upon hire</li> </ul>
<b>Job Related Skills, Abilities and Behaviors</b>	Required	<ul style="list-style-type: none"> <li>Ability to read and comprehend simple instructions, short correspondence, and memos</li> <li>Ability to write simple correspondence</li> <li>Ability to effectively present information in one-on-one and small group situations to other employees or vendors</li> <li>Ability to add, subtract, multiply, divide, and perform metric conversions</li> <li>Ability to apply sound judgement to carry out detailed but uninvolved written or oral instructions and ability to deal with problems involving a few concrete variables in standardized situations</li> <li>Ability to perform computer transactions and resolve inventory discrepancies</li> </ul>
<b>Other</b>	Required	<ul style="list-style-type: none"> <li>Safety equipment and apparel is required and expected to meet applicable regulations and policies.</li> </ul>