

## COMMERCIAL DOORS, FRAMES & HARDWARE - TOILET PARTITIONS & ACCESSORIES - SUPPLY - ACCESS CONTROLS

### SHIPPING AND RECEIVING

#### Summary:

Verify materials shipped against Sales Orders, Prepare outbound materials for shipping; dispatch so that delivery deadlines are met, load trucks. Unload inbound materials, verifying completeness of order to packing slip and purchase order.

#### Shipping

- Monitor shipping tickets, checking for readiness of materials
- Pull correct materials
- Make sure materials on pallets match materials on sales order
- Verify quantities and condition
- Inspect materials and notify supervisor if any are damaged
- Notify Quality Control at least 30 minutes ahead of final crating that a shipment is ready for inspection; Make sure that it is checked.
- Package, Crate or palletize materials in preparation for shipping
- Take pictures of all outbound shipments, tag, and upload into data folder
  - Photograph materials by product or by layer on pallet
- Get pricing and quote numbers from carrier for shipping using on-line estimator
- Prepare BOL or Shipping Manifest
- List freight carrier quote numbers on BOL
- Call carriers for pickup
- Route paperwork to will call coordinator for completion

#### Receiving

- Take pictures of all inbound shipments, tag, and upload into data folder
- Check in materials against packing slip
- Check packing slip against Purchase Order, indicate received goods
- Check for visible and concealed damage
- Note damages or shortages in received goods on packing slip
- Resolve shortages immediately:
  - If short for packing slip, call vendor or carrier as appropriate to determine where shorted goods are
  - If short for BOL, resolve with driver immediately
- Enter data in received log and update to MAS
- Store materials, either in staging areas, salesman shelves, or deliver to warehouse location for stocking
- Note location of materials on paperwork and Make sure you know the location of materials in the warehouse
- Notify Tagging if material is received for Jobs
- Route paperwork to Receipt of Goods office for completion in a timely fashion

#### General

- Cooperate with other departments to streamline communication and facilitate procedures
- List shipments in shipping and receiving logs, as appropriate
- Always have QC check
- Enter errors in Error Log
- If certified by Hull Supply, Operate Forklift
- Be able to use pallet jacks
- Load and unload flatbeds, trucks, tractor trailers in a safe manner
- Use power and air tools, such as nail gun, saws, shrink wrap machine.
- Keep office, warehouse and Moto building clean and organized
- Observe safety practices
- Report any safety departures
- Other duties as assigned



See next page for Requirements and Qualifications



## COMMERCIAL DOORS, FRAMES & HARDWARE - TOILET PARTITIONS & ACCESSORIES - SUPPLY - ACCESS CONTROLS

### SHIPPING AND RECEIVING

#### Summary:

Verify materials shipped against Sales Orders, Prepare outbound materials for shipping; dispatch so that delivery deadlines are met, load trucks. Unload inbound materials, verifying completeness of order to packing slip and purchase order.

#### Requirements / qualifications:

- Courteous, personable, alert, listens well, communicates well; cooperative team player
- Possess knowledge of product, item codes, and location of items in warehouse
- Be able to work with measurements and read tape measures to 1/32" accuracy
- Possess basic computer skills: be able to use windows and forms, and the internet, and have a familiarity with MAS200, Word, Excel, Outlook, and how to open PDF (Acrobat) files
- Follow procedures with paper work
- Work with power tools and machinery such as saws, banders, shrink-wrappers
- Understand dimension and weight of product, and capacity of trucks
- Read numerical codes without transposing numbers
- Operate forklift, pallet jacks, door jacks
- Understand Carrier Regional service areas
- Possess good basic math skills: multiply, add, subtract, etc
- Be able to lift 75 lbs, repeatedly, throughout day
- Any other duties as assigned or needed
- Excellent attendance and promptness

These statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Rick Hull, CEO

\_\_\_\_\_  
Date Approved