



Warehouse Clerk

SUMMARY

Responsible for the receiving, record keeping and distribution of Finished Parts Inventory, consisting of engine parts and ancillary hardware required to support MHI contracts and customer parts orders. Validate and maintain complete and accurate records of inventory items into and out of the Finished Goods part warehouse, including kitted parts and the preparation of items for shipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Compare identifying information on incoming and outgoing shipments against invoices, orders, transportation or other associated documents.
- Unpack and examine incoming shipments, record shortages and correspond with appropriate representatives to rectify damages and shortages.
- Post weights and shipping charges and affix postage applying appropriate stamps, stencils or identifying information and shipping instructions onto crates or containers.
- Electronically record shipping, receiving and inventory transactions into the company ERP information system.
- Perform periodic warehouse inventory counts to validate ERP inventory levels..
- Operate forklift or hand truck to move, convey or hoist shipments from shipping and receiving sections to storage or work areas or to the pack or unpack material..
- Perform other duties as required by management.
- Comply with all safety policies, practices and procedures reporting all unsafe activities to management or HSE.
- Communicate effectively with all levels of employees.
- Protect confidential information by not communicating, disclosing to, or using for the benefit of third parties.
- Conduct oneself in a businesslike manner and work in the spirit of teamwork.

QUALIFICATIONS

To perform this job successfully, an 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.

EDUCATION and/or EXPERIENCE

High school equivalent to plus one year related experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out simple instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standard situations.

Computer Skills

Basic personal computer skills including electronic mail, word processing and spreadsheets.

CERTIFICATES, LICENSES, REGISTRATIONS

PIV Certificate

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand, and use hands to finger, handle or feel objects, tools and controls. The employee is occasionally required to walk; sit; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and talk or hear. The employee must occasionally lift and move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

NO PHONE CALLS PLEASE.

EOE/M/F/D/V