CAPTEK SOFTGEL INT'L., INC.
JOB DESCRIPTION-SHIPPING/RECEIVING CLERK

Department:	**Supply Chain**	**Job Class:**	**Non-Exempt**
Position Title:	**Shipping/Receiving Clerk**	**Travel:**	**None**
Reports To:	**Inventory Control Manager**	**Revision:**	**A**

Position Overview: This position is responsible for accurately processing incoming and outgoing shipments.

Duties and Responsibilities:

- Receiving raw material, supplies, and labels
- Check packing slip, certificate of analysis, and other documentation, for each raw material, supplies, and labels
- Check for damaged raw materials and supplies
- Fill out a receiving report for each lot number of every raw material and supplies. This includes description, lot numbers, vendors' name, quantity, etc.
- Distribution of receiving reports copies to accounting, purchasing, and inventory departments, as well as front desk for filing purposes
- UPS distribution of individual packages
- Fill out return reports for every raw material, supplies, and/or finished goods being returned to Captek
- Distribution of supplies to maintenance department, and supplies room
- Distribution of shipping bills of lading to sales department, and front desk for filing purposes
- Filing of shipping bills of lading, receiving reports, and return reports in the shipping and receiving office
- Follow SOP's and accurately perform inventory transactions in ERP System (SYSPRO)
- Safely drive company truck for local pickups and deliveries.
- Follow all safety procedures
- Other duties assigned by Supervisor

Education Requirements:

A minimum of a High School Diploma or GED equivalent is required for this position.

Work Experience/Qualifications:

- Basic computer skills required (Word, Excel, Email, Internet)
- Previous experience working in warehousing/logistics preferred
- Ability to compose reports and correspondence
- Bilingual (English/Spanish) is a plus
- Valid, Current CA Driver's License
- Ability to drive forklift to move material.

Physical Demands:

Physical demands require standing for extended periods of time, bending, reaching, carrying, and occasionally lifting and/or moving objects up to 50 pounds.

Department Approval: _____ Date: _____

Human Resources Approval: _____ Date: _____

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and climb or balance. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.