



DSSA AZ

Logistics Clerk I

SUMMARY

Unloads trucks, signs for and takes receipt of all incoming materials both hazardous and non-hazardous. This position is responsible for safely handling and moving hazardous material to designated areas. Verifies information and corrects counts on packing slips against the Purchase Orders and notifies Quality, Purchasing or Supplier of any discrepancies. Delivers raw materials to the production floor as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Unload trucking and receiving material
- Move hazardous material to designated locations
- Separate material and verify documentation
- Enter receiving information in ERP system
- Stage product for incoming inspection
- Raw material delivery
- Must complete DOT/IATA training and certification within 90 days of hire date
- Must complete forklift training and certification within 90 days of hire date

EDUCATION and/or EXPERIENCE

High school diploma or GED required. Minimum 1 – 2 year(s) manufacturing environment experience including hazardous materials handling experience. DOT/ICAO certification and forklift certification is preferred.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

The individual must be able to problem solve and work effectively with all levels of employees and management in a team oriented environment. Proficiency in Microsoft Applications (Word, Excel and PowerPoint). This position also requires the ability to read and understand all policies, procedures, instructions, rules and regulations associated with this position which are written in English. Must be able to work flexible hours (meetings, training, shift coverage, overtime).

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to lighting and temperature as required for the office and manufacturing areas. Appropriate safety equipment is required by area. There is potential exposure to hazardous chemicals, including radiation. A considerable amount of moving from department to department may occur in unfavorable weather conditions. The employee is exposed to the inherent dangers of the explosive materials used in SDI's manufacturing processes.

PHYSICAL DEMANDS

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to move throughout the facility, traverse

within production areas, communicate with others, and detect or exchange information or ideas. The employee occasionally is required to perform functions which require the manual operation of both general office productivity and test equipment as well as the ability to place, reach, detect, ascend/descend, and position self to navigate within confined working spaces. The employee is frequently required to remain in a stationary position. The employee must occasionally move or transport up to 50 pounds. Specific vision abilities required by this job include close inspection, identification of objects from a distance, color determination, peripheral detection, depth judgment, and the ability to identify details in varying conditions.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.