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**Logistics Receiving Specialist**

**POSITION SPECIFICS**

**Reports To: Senior Logistics Specialist**

**FLSA Status: Hourly**

**ROLE**

**SUMMARY**

The primary responsibilities of the Logistics Receiving Specialist are to assist Senior Logistics Specialist and Logistics Manager with receiving and off-loading of products.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

* Maintaining a clean and safe work area following all company safety policies and OSHA regulations.
* Receiving product, checking against purchase order and POD.
* Performing inventory audits as needed.
* Notifying supervisors of any mechanical or material issues.
* Moving pallets of product to appropriate areas as needed.
* Able to be proficient within the Warehouse Management System in X3.
	+ Able to label all inbound and production receipts and scan them into locations
	+ Able to print and/or relabel items
	+ Able to relocate items into new locations
* Pull products needed for production using FIFO.
* Return, label, and correct inventory of any products brought back from production areas.

**Other Duties**

 Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Regular and predictable attendance is an essential function of this position.

**QUALIFICATIONS**

**EDUCATION and EXPERIENCE**

* High School Diploma or Equivalent

**CERTIFICATES, LICENSES AND REGISTRATIONS**

* Forklift Certification required

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES**

* Able to work safely in a high speed, low temperature (-10 F) and congested work environment.
* Able to safely operate a stand-up and/or reach truck
* Able to perform pre-operational safety checks on all equipment before use
* Occasionally required to sit; climb or balance, stoop, kneel, crouch or crawl
* Frequently lifts up to 20 lbs.
* Able to stack cases to build a mixed pallet of multiple products.
* Occasionally lifts up to 50 lbs. unassisted
* Able to work overtime and the weekends as required.
* Perform quality work within deadlines with or without direct supervision.
* Work effectively as a team contributor on all assignments.
* Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
* Perform simple math functions
* Mechanical aptitude is a plus, have good analytical skills. Good communication skills
* Ability to problem solve, multi task, and work with minimal supervision

**Sr. Human Resources Manager Signature:**

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**Employee Signature:**

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