



JOB DESCRIPTION: RECEIVER

Desired Expertise: Detail-oriented, computer-literate

Minimum Education: High School Diploma or G.E.D.

Location: Edgerton, Ohio

Employment Type: Full-Time, Non-Exempt

Work Schedule: Regular work schedule may vary depending on shift and overtime requirements.

- 1st shift regular hours are 7:00 a.m. – 3:30 p.m. (Monday – Friday)
 - May be required to start as early as 5:00 a.m. or additional hours past 3:30 p.m. as necessary.
- 2nd shift regular hours are 3:30 p.m. – 12:00 a.m. (Monday-Friday)
 - May be required to start earlier in the day, or work additional hours past 12:00 a.m. as necessary
- Must be able to work weekends as necessary.

Reports to: Inventory Control/Expediting Supervisor / Assistant Supervisor

Supervisory Responsibilities:

- This position has no supervisory responsibilities.

Job Description:

Position Summary: This position is responsible for receiving product and repackaging.

Essential duties and responsibilities include the following. Other duties may be assigned.

- Other duties and responsibilities may be assigned at the Supervisor or Plant Managers discretion.
- Comply with all rules and policies defined by the Employee Handbook, as well as work instructions.
- Practice safe work procedures, proper lifting technique.

- Understand Company Quality and Environmental Policies
- Follow Air-Way work instructions and written procedures.
- Operate powered industrial vehicles, including hand-lifts and fork-lifts, to move product throughout shop.
- Receive parts by entering small-shipper into ERP(utilizing computer).
- Make labels using ERP to identify product.
- Assist in other departments as necessary.
- Employees in all classifications are encouraged to submit ideas on how to improve processes and procedures.

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.

Additional requirements:

- Must exhibit basic math and reading skills
- Must be able to multi-task.
- Must be able to comprehend work instructions.
- Work well under time constraints and pressure to meet deadlines.
- Must be able to work in a team environment.
- Must be able to follow directions from supervision.
- Must be computer literate.

Physical Demands:

- While performing this job, the employee must be able to stand and walk during the majority of the workday.
- The employee must have 20-20 or corrected vision to see computer screens, read printed documents, visually inspect parts for non-conformances, and detect correct fitting configurations.
- The employee must be able to frequently lift boxes of product that weigh up to 40 pounds.
- The employee is required to use hands to finger, handle or feel, and reach with hands and arms.
- Must be physically eligible to operate powered industrial vehicles as required by OSHA regulations.

Working Conditions:

- This position works in a warehouse environment and frequently uses equipment such as computers, scanners, label printers, scales and powered industrial vehicles.
- Conditions may be warm.

Travel Requirements:

- This position has no travel requirements.

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 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 Printed Name

Supervisor Signature / Date

Employee Signature / Date