

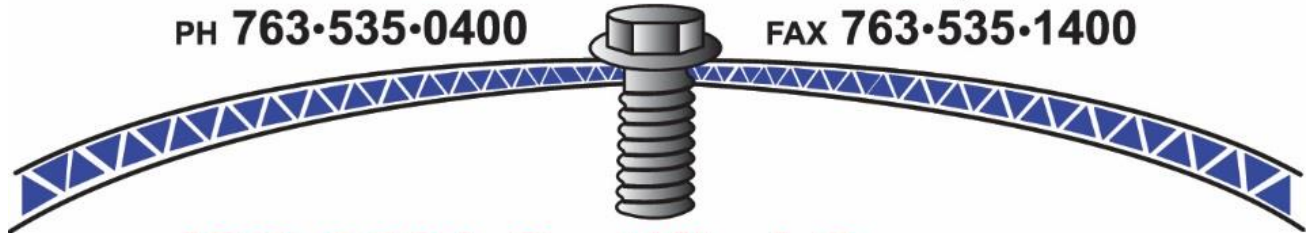
2017

CLASS C COMPONENTS

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ISO 9001 Certified Company

www.classccomponents.com

Quality • Service • Versatility

WAREHOUSE ASSOCIATE

PURPOSE OF POSITION

This position performs a variety of routine receiving, order pulling, packaging, and shipping tasks. This warehouse position reports directly to the Warehouse Manager.

COMPANY RESPONSIBILITIES

- ☐ Provide customers with superior quality products and outstanding customer service.
- ☐ Encourage working together by communicating with all company personnel that results in being an effective team member.
- ☐ Support the responsibilities of the position at Class C Components by adhering to and implementing the corporate mission, philosophy, culture, goals, objectives, policies and procedures.

MISSION STATEMENT

Class C Components is a customer focused Industrial Distributor who specializes in Vendor Managed Inventory programs and Supply Chain solutions for OEM's and sub-contract manufacturers. Our experienced and knowledgeable staff is committed to exceeding our customer's service expectations.

SPECIFIC POSITION RESPONSIBILITIES

1. Receiving:
 - a. Receive and unload incoming material from vendors. Compare information on the packing slips with the purchase orders to verify the accuracy of the shipment.
 - b. Unpack, inspect, count, and label material that is received.
 - c. Properly annotate the purchase order with the quantity received, date received and receivers' initials. File completed purchase orders. Reprint backorders and file.
 - d. Direct and move any material received with special instructions on the purchase order to the appropriate area for further processing.
 - e. Identify incoming material defined as shelf life items. Establish appropriate pop-ups to monitor and control shelf life items.

- f. Inspect shipments for damages, loss or defects. Annotate any discrepant shipment in the Non-Conforming Log and communicate the discrepancies to the Purchasing department for resolution.
 - g. Accurately receive and move material to warehouse stock. Move backorder material to the backorder stock location.
 - h. Stock all incoming material for stock in an appropriate warehouse location. Affix stocking labels to all incoming material.
 - i. Move material requiring a quality control inspection to the Quality Assurance area for inspection and processing.
 - j. Operate pallet jack and forklifts in loading and unloading material.
- 2. Order Pulling, Filling, and Packaging:
 - a. Accurately pick inventory to fill customer requirements. Review product descriptions on packing slips and match product for accuracy. Remove product discrepancies from stock and communicate these to a supervisor.
 - b. Properly annotate pick tickets and sales orders by identifying lot numbers, ship quantities, weights, containers counts, preparer's initials and date.
 - c. Prepare and affix customer package labels to all packaged items in bags, boxes and containers.
 - d. Prepare shipments according to customer specific requirements annotated on the order.
 - e. Communicate any deviations or questions on the sales order to the appropriate Inside Sales Representative for approval.
 - f. Monitor and fill backorders from material received. Move completed orders to the appropriate delivery or shipping area for processing.
 - g. Annotate the inventory adjustment documents to resolve inventory discrepancies discovered during the pulling and packaging process.
- 3. Shipping:
 - a. Ensure all outbound shipments in the UPS, FEDEX, and SPEE-DEE location are shipped out on the established ship dates requested by the customer.
 - b. Ship customer requirements according to established freight terms and communicate deviations to the proper Inside Sales Representative for approval.
 - c. Review all sales orders and shipping documentation for accuracy.
 - d. Generate Processing Purchase Orders (PPO's) for all plating requirements on a daily basis and affix proper labels with all outgoing requirements to vendors. Monitor and maintain the plating requirement document.
- 4. Other Responsibilities:
 - a. Maintain daily housekeeping practices within your work area and the general warehouse.
 - b. Conduct daily cycle counts as directed by the Warehouse Manager.
 - c. Ability to lift 50 lbs.
 - d. Perform other work related duties as assigned by supervisor or designate.