

Shipping & Receiving Clerk

TMG Performance Products, LLC. is a leading manufacturer of premium performance exhaust components for cars, trucks, SUVs and marine applications. TMG Performance Products, LLC. provides the industry's only guaranteed drone-free driving experience backed by premium performance and superior customer service.

We are searching for a Shipping & Receiving Clerk who can carry out the direct day-to-day responsibilities of the receiving function and provide support for the Shipping/Receiving department as a whole.

Key Job Responsibilities:

- Unpacks and examines incoming shipments, rejects damaged items, records shortages, and corresponds with Lead or supervisor to rectify damages and shortages.
- Enters receiving data/pack slip into the ERP system to acknowledge receipt of goods and quantity delivered.
- Interacts directly with Purchasing department when discrepancies arise between delivered parts, quantities, paperwork, and data from company ERP system.
- Load/unload trucks or other delivery vehicles as necessary using the appropriate material handling equipment.
- Compares identifying information and counts, weights, or measures items of incoming and outgoing shipments to verify information against bills of lading, invoices, orders, or other records.
- Uses basic measuring tools and techniques to verify part dimensions and/or features.
- Operates lift trucks and other moving devices used in a warehouse.
- Cleans/organizes/straightens areas which may include removing trash, scrap bins, skids, boxes and/or other items that result from a factory environment.
- Assist with shipping activities as needed, including pulling product from storage, labeling, banding and stretch wrapping skids, and loading of out-bound trucks.
- Responsibilities may include transporting product down ramps, stairs, or docks, in all weather conditions.
- Other duties may be assigned.

Skills:

- Strong knowledge of shipping and receiving methods and practices.
- Must have impeccable organizational skills and be detailed oriented.
- One to three years warehousing, business, or physical distribution experience.
- Solid interpersonal skills, able to maintain cooperative working relationship with all levels of personnel.
- Basic part inspection and verification knowledge and experience.

Experience:

Applicable experiences include inventory control and equipment operation in an ISO 9001 environment. One to three years of prior experience with forklifts and other material handling equipment preferred. Prior forklift certification a plus.

Physical Demands:

- Required to travel around the shop.
- Ability to write read and interpret documentation.
- Required to frequently use a computer.
- Will be exposed to noise, vibration, dust, exhaust fumes and other materials.
- Ability to lift up to 50 lbs.
- Must routinely use lift trucks and other material handling devices.
- Required to visually identify defects in incoming materials as well as use inspection tools and equipment.
- Capable of performing physical activity that requires considerable use of arms and legs, and movement of whole body, such as lifting and bending.