BDG Wrap Tite, Inc.

Jainco Products, Ltd.

6200 Cochran Road, Solon OH 44139 P. 440-349-5400 F. 440-349-5432

# Position Description: Receiving Associate / Sr. Receiving Associate

**SUMMARY**

The above position’s primary responsibilities are checking, unloading, receiving, and storing of all incoming shipments.

**PRIMARY RESPONSIBILITIES**

* Checking for any visible damages to incoming goods and noting it in the receiving paperwork
* Unloading incoming materials from trucks
* Checking for any damages to items being received and doing proper count
* Correct Palletization of received material, and Putaway in designated bins
* Able to utilize the scan guns to locate product, track lot numbers and bin locations
* Perform inventory counts/cycle counts to maintain accurate inventory counts
* Communicate to the Receiving Supervisor/Manager about any errors found.
* Operate order picker and/ or tow motors following all safety rules and procedures
* Bin replenishment as directed by Receiving Supervisor/Manager
* Clean/Maintain Warehouse cleanliness
* Must wear all required PPE, Steel toe shoes, Safety Glasses, Gloves, Seat Belts or Safety harness and lanyards/lifelines
* Must follow dock procedures. Employees are responsible for their safety when loading or unloading trucks.

**Requirements:**

* General Housekeeping, Employee must always maintain a clean and neat workplace.
* Must be able to work in a fast-paced environment.
* Satisfy the requirements of pre-employment IPCS, Drug and Background screening.
* Medium to Heavy work. Exerting up to 100 pounds of force rarely, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
* Must maintain a well-organized work area in compliance with all company policies.

**Exempt or Non-Exempt: Non-Exempt**

**Reporting to: Receiving Supervisor/Manager**

**Pay Rate: Pay Grades 1-4**

**Hours Worked/Overtime: With prior management approval**

**Bonus Details Quarterly SMART Goals**