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**PTDA Bearings & Power Transmission, Inc.**

**One Sprocket Lane**

**Reducer Springs, Michigan 48000**

**PT/MC Job Description**

**Warehouse (Warehouse Worker, Warehouse Clerk, Shipping & Receiving) - Non-Exempt**

**Reports to: Warehouse Supervisor**

**Job Summary:**

The Warehouse position is responsible for all incoming and outgoing shipments of product, including the put-away of inventory stocked at the branch and pulling product to be shipped out for customer orders and inter-branch transfers. This position may also include local deliveries to customers and pickups at suppliers. This position also is responsible for the janitorial duties at the facility.

**Job Functions:**

* Process incoming shipments of product from small package delivery companies and LTL freight carriers. Check in product by matching the packing slip (shipper) to the parts. Double check quantities received and ensure that the product matches the part number on the shipper. Note any incoming freight costs on the packing slip.
* Receive the packing slips from all incoming shipments and enter into the ERP inventory system.
* Pick customer orders according to information on the pick ticket. Double check all lines pulled to ensure that the quantity and part numbers shown on the pick ticket match the physical parts. Process inter-branch warehouse transfers from printed pick tickets.
* Utilize printed receiving reports to put away the remaining parts as stock inventory or segregate to a separate location if being held for partially complete customer orders. Stage complete customer orders for will call, delivery, or 3rd party shipments. Create electronic and physical bin locations for newly stocked parts.
* Work with the Warehouse Supervisor to perform daily cycle counting of warehouse inventory. Reconcile all discrepancies to ensure accuracy of computer and physical counts.
* Prepare shipments for 3rd party freight carriers. Securely package small shipments and utilize parcel management software to create shipping labels. Package large truck shipments on pallets, using adequate packing materials to ensure the safety of the shipment. Arrange for pick by preferred LTL carrier and complete bill of lading.
* Prepare shipments for delivery to local customers. Coordinate timing of deliveries and route with sales or Branch Manager. Deliver packages, obtaining signature as proof of delivery from customer’s receiving personnel. Ensure that delivered packages are electronically shipped after deliveries are completed.
* Process returns to vendors. Inspect products to ensure that the product is resalable or noted as defective. Follow same process as ongoing customer shipments.
* Ensure cleanliness of building, grounds, and delivery vehicles. Follow cleaning schedule of Warehouse Supervisor. Perform routine maintenance of delivery vehicles.
* Perform other duties as requested by management.

**Skills Needed:**

* Strong verbal skills to facilitate customer and employee interaction and relationship building.
* Efficient ERP computer skills to minimize processing time. Understanding of 3rd party shipping software.
* Acute attention to detail to ensure accuracy of products being received and shipped, and the ability to complete paperwork (paper and electronic) completely and accurately.
* Strong organizational skills.
* Excellent driving skills. Ability to route multiple deliveries in time efficient manner.

**Education Required:**

High school diploma. Prior course work in math, through algebra and geometry. Basic computer keyboarding or typing course work.

**Other:**

* Reports to the Warehouse Supervisor in large branches or to the Branch Manager in smaller locations. May also receive direction from inside sales personnel regarding emergency deliveries and special shipping instructions.
* Must be able to stand for prolonged periods (> 1 hour) without sitting. Able to lift products weighing up to 70 pounds without assistance. Must be certified for lift truck operation and for CDL, if driving a large delivery vehicle. Normal work hours M-F.

**EEO Statement**

PTDA Bearings & Power Transmission, Inc. provides equal employment opportunities to all. We prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, or any other characteristic protected by federal, state or local laws.