



<b>Title:</b> Receiver	<b>FLSA Status:</b> Non-Exempt	<b>Shift:</b> First
<b>Reports to:</b> Purchasing and Inventory Control Manager	<b>Department:</b> Purchasing & Inventory Control	<b>Employment Status:</b> Full-Time
<b>Supervisory Responsibilities:</b> No	<b>Location:</b> Prepac Whitsett	<b>Date Created/Last Evaluated:</b> January 4, 2021
<p><b>Summary:</b> The Receiver physically receives raw material at the factory. The receiver off-loads trucks, performs counts and inspections of the material and records transactions according to the established procedures. The Receiver must be able to operate a forklift safely and efficiently. The Receiver also manages the material storage areas and ensures that materials are organized and stored safely in the allocated positions.</p>		
<p><b>Qualification Requirements:</b> 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.</p>		
<p><b>Key Duties/Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Understands and follows all safety rules related to material storage and transport with forklifts.</li> <li>• Performs daily forklift pre-inspection checklist in accordance with established procedure and communicates any non-conformance to Maintenance.</li> <li>• Maintains valid forklift operator certification.</li> <li>• Understands and follows receiving procedures.</li> <li>• Follows inventory procedures (i.e., FIFO, KANBAN)</li> <li>• Documents and reports inventory transactions.</li> <li>• Scans, files and enters Receiving's into the company ERP system and reports discrepancies to the Purchasing &amp; Inventory Control Manager.</li> <li>• Identifies material with the correct SKU.</li> <li>• Ensures accurate material counts when receiving and Cycle Counting.</li> <li>• Documents damaged and non-conforming materials and reports them to the Purchasing &amp; Inventory Control Manager</li> <li>• Cleans equipment and related work area daily.</li> <li>• Disposes of waste material according to disposal and recycling processes and procedures.</li> <li>• Follows the company's rules and procedures regarding behavior, quality, health, and safety.</li> <li>• Participates in Continuous Improvement activity and teamwork.</li> <li>• Flexibility to be cross trained and performs other duties as assigned.</li> </ul>		
<p><b>Knowledge, Skills and Abilities</b></p> <ul style="list-style-type: none"> <li>• Previous materials receiving experience required.</li> <li>• Proven experience as a forklift operator.</li> <li>• Intermediate computer and math skills are essential.</li> <li>• Ability to read material specification drawings and accurately use metric measuring tools (tape measure and vernier calipers).</li> <li>• Ability to work alone and in a team productively.</li> <li>• Must have a basic ability for reading and writing in English.</li> <li>• Ability to use barcode scanning technology.</li> </ul>		
<p><b>Supervisory Responsibilities:</b> None</p>		



**Physical Requirements**

Ability to lift up to 50 lbs. occasionally/frequently. Strength and manual dexterity needed to move objects. Climbing, stooping, kneeling, reaching/pushing/pulling machinery. Associate stands/walks 8 hrs./day. Hearing protection and safety shoes required. Manufacturing environment.

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

Prepac Manufacturing is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Applicants who have disabilities may request that accommodations be made to complete the selection process by contacting our Human Resources Manager, Courtney Washington at 336-257-9077.

**EEO is the law. To review your rights under Equal Employment Opportunity please visit: [www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf](http://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf) .**