



ARENA GROOMER®
SUGARBEET EQUIPMENT
TILLAGE EQUIPMENT
FORAGE BOXES/TRAILERS
COMPOST/MANURE SPREADERS
WATER & WASTE PUMPS

JOB DESCRIPTION

JOB TITLE:
SHIPPING AND RECEIVING CLERK

TO WHOM RESPONSIBLE:
Inside Sales/Customer Service Manager

JOB OVERVIEW:
The purpose of the Shipping and Receiving Clerk is to fulfill the duties as specified below which in summary includes shipping all outgoing sales orders, receiving incoming purchase orders, pulling production components, and assisting in the customer service department.

JOB DUTIES:

- 1) Manage and perform the shipping of all Sales Orders small packages (UPS, FedEx, & USPS), and large packages and pallets (LTL or contract carriers)
 - a) Pull parts daily for packaging and shipping of Sales Orders.
 - b) Ensure proper packaging of each shipment for safe and protective shipments
 - c) Ensure proper and accurate shipping documents with each package.
 - d) Ensure proper and accurate data processing for each shipment.
 - e) Manage all picking tickets and shipping files.
- 2) Coordinate and assist in the shipping of Wholegoods (Trucks and LTL carriers)
 - a) Arrange for pick-up of whole goods (including freight quotes).
 - b) Maintain regular communication with dealers and customers concerning status of completed units
 - c) Assist in the loading of Wholegoods
 - d) Ensure proper paperwork for each Wholegoods shipment including:
 - I. Bill of Lading
 - II. Owner's Manual
 - III. Maintain Sales Order file (Picking Tickets and Sales Orders) for whole goods
 - IV. Serial Tags creation
 - e) Maintain Wholegoods care packages
- 3) Manage and perform the receiving of all inbound items and Purchase Orders
 - a) Ensure accurate counts, correctness of components, and quality of inbound items.
 - b) Distribute goods to proper warehouse or personnel
 - c) Ensure accuracy and promptness in paperwork and receiving of all goods received.
- 4) Assist in management of the production and outside warehouses
 - a) Organizing components and shelves
 - b) Assist in component distribution for production.
- 5) Assist Parts and Sales Department:
 - a) Assist in taking phone orders, entering Sales Orders & invoices, providing excellent Customer Service
 - b) Assist with parts counter duties.
- 6) Assist in Quality Control checks:
 - a) Watch for correctness of components, parts, and equipment inbound and outbound.

ADDITIONAL RESPONSIBILITIES:

- 1) Giving prompt handling and being courteous with all customers and dealers.
- 2) Assist in ensuring promptness and accuracy in paper trail procedures and data entry.
- 3) Assisting with inventory control, maintaining neatness and organization of goods in the warehouse/retail counter.
- 4) Learning the Parma product line of equipment. Parts, sales, and service.

REQUIRED SKILLS:

- 1) Ability to use and operate Sage 100 ERP system
- 2) Cooperative, flexible and willing to work well in team environment
- 3) Exceptional Organizational Skills
- 4) Must be Proficient with Microsoft Word, and Excel
- 5) Ability to be certified as a lift truck driver

REQUIRED EXPERIENCE:

- 1) High School diploma with 2-3-years relevant experience