 **Position Description**

**Receiving Clerk**

**Job Summary:**

Position is responsible for receiving all incoming material and routing material to its location. Receiving consists of unloading trucks, verifying package contents match purchase orders and notifying Purchasing of any discrepancies. Routing material consists of delivering parts to Inspection, Crib or Requisitioner. This person is also responsible for material deliveries throughout the metro area.

**Key Responsibilities:**

* Unload trucks from vendors.
* Verify that package contents and packing slips match purchase orders ensuring products are correct and free from damage.
* Communicate any product discrepancies to Purchasing.
* Accurately enter incoming transactions into the ERP system.
* Properly label incoming material.
* Properly route incoming material to crib, inspection or requisitioner.
* Properly route incoming paperwork/files for processing.
* Deliver material to suppliers throughout the metro area.
* Responsible for maintaining a clean and organized warehouse and work area.

**Required Qualifications:**

* High school diploma or GED.
* Strong attention to detail.
* Ability to lift 40+ lbs. unassisted, and lift heavier loads with assistance.
* Ability to operate material movement equipment (pallet jack, fork lift, order picker).
* Strong computer skills.
* Good communication skills.
* Good driving record.

**Preferred Qualifications:**

* 2+ years of Receiving experience.
* Experience with ERP systems.

**Company Description:**Micro Control Company is an industry leading manufacturer of electronic burn-in test systems for high power logic semiconductors. Our large test ovens are capital equipment for major semiconductor manufacturers.

Micro Control Company offers competitive wages and benefits including health; PTO; paid holidays; a matching 401(k) plan and a discretionary profit sharing bonus. Please e-mail a cover letter and resume to: mcchr@microcontrol.com to be considered for this position (using the job title for the subject).

Micro Control Company
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