



JOB OPPORTUNITY

POSTING DATE: June 14, 2006
DEPARTMENT: Logistics
REPORTS TO: Logistics or Inventory Control Supervisor
JOB TITLE: Logistics Clerk
HOURS: 1st Shift, Monday-Friday

PURPOSE: Works in all areas of Logistics as needed. Processes receipts, inventory and shipping Follows procedures including verifying and keeping records on all transactions. This position may be accountable for some or all of the following responsibilities for PDSi or its customers.

DUTIES & RESPONSIBILITIES:

- Compare contents of shipment against packing slip for proper receipt.
- Unpack and examine incoming shipment; reject damaged items and record shortages.
- Enter tracking data, sales order and fault codes into computer system.
- Prepare and record incoming or outgoing shipments.
- Conduct inventory counts on material, equipment, merchandise and supplies in stock; maintain appropriate records.
- Conduct cycle counts to ensure inventory accuracy.
- Process work order and sales orders for shipment, prepare and record outgoing shipments.
- Compare identifying information of outgoing shipments against pick sheets or other documents.
- Prepare/pack product for shipment.
- Determine method of shipment, utilizing routing guide supplied by customer.
- Package product using specified containers, spacers, and protective padding.
- Affix shipping labels, identifying information and/or shipping instructions on packed containers.
- Maintain pick-up schedule of outside carriers.
- Comply with all applicable PDSi quality system requirements.
- Maintain a safe and clean work area; this includes but is not limited to the removal of boxes and trash from the work area.

QUALIFICATIONS:

- High school diploma or GED required. One year experience each in shipping, receiving and inventory required (three years total).
- Position requires lifting up to 50 lbs. on a non-repetitive basis.