

# QUALITY SYSTEM

## ALLIANCE MACHINE INC.

### JOB DESCRIPTION AND SPECIFICATION

Page 1 of 2

<b>Employee Name:</b> _____			<b>PERMANENT</b>																		
<b>Position:</b> <u>Shipping/Receiving Logistics Specialist</u>			<b>TEMPORARY</b>																		
			<b>SUB-CONTRACTED</b>																		
<b>Hire Date:</b> _____	<b>Reports To:</b> <u>Supply Chain Manager</u>																				
<p><b><i>Shipping/Receiving Logistics Specialist must possess the ability to perform the following:</i></b></p> <ul style="list-style-type: none"> <li>Pulls reports from operating system (EPICOR) as needed, to insure all areas of responsibility are prioritized and completed in a time sensitive manner.</li> <li>Works directly with Supply Chain Manager, and Project Manager to insure customer orders are processed in a timely fashion.</li> <li>Acts as Shipping Clerk in the following areas- prepares and packages orders to customer requirements, forwards documentation, and prepares for shipment.</li> <li>Acts as Receiving Clerk in the following areas- verifies packing slip to Purchase Order, tags incoming materials as needed and places in designated areas, forwards documentation to proper location.</li> <li>Manages finished goods inventory including: finished goods, hardware, shipping supplies. This includes cycle counts coordinated with the Supply Chain Manager.</li> <li>Ability to use UPS, FED EX, and other shipper's systems and websites.</li> <li>Works directly with local couriers to move product in and out of the facility as needed.</li> <li>Plans and prepares assigned work to meet company objectives.</li> <li>Strategically works with other departments to develop best practices used in the Shipping/Receiving area.</li> <li>Maintains a positive working relationship with customers, suppliers and fellow employees.</li> <li>Keeps supervisor informed as needed and required.</li> <li>Attends weekly Level 10 Shipping/Receiving meetings.</li> <li>Possess an understanding of ISO 9001:2000, AS9100 requirements.</li> <li>Possess a clear understanding of Alliance Machine's core values.</li> <li>Keep assigned work area clean and organized to company standards.</li> <li>Does work as apparent or assigned.</li> </ul>																					
<p><b>Specified Requirements Acknowledgment:</b>  Alliance Machine INC. acknowledges this employee meets the minimum qualifications for this position, and is pre-qualified to perform:</p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Equipment Operations</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> <td style="width: 30%;">Operating system software (EPICOR)</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> <td style="width: 20%;"></td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Basic Computer Operations (MS Office)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Common carrier shipping systems</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Forklift certified</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>				Equipment Operations	<input type="checkbox"/>	Operating system software (EPICOR)	<input type="checkbox"/>		<input type="checkbox"/>	Basic Computer Operations (MS Office)	<input type="checkbox"/>	Common carrier shipping systems	<input type="checkbox"/>	Forklift certified	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
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<p><b>Minimum Qualification and Experience Requirement:</b>  3-5 years of Shipping and Receiving logistics in a fast paced environment.</p>																					
<b>Date</b>	<b>Course or Skill Acquired</b>	<b>Trained By</b>	<b>Certificate or Qualifications</b>																		

***I have received full instruction on the scope and nature of this job description and fully understand my position responsibilities and accept this responsibility and full authority as prescribed.***

**Employee Acknowledgement:**

_____	_____	_____
Employee Name	Employee Signature	Date

TEMP-0102 REV A  
APPROVED BY: HAROLD KLUGE  
TITLE: QUALITY MANAGER  
DATE: 7/24/17

