

QUALITY SYSTEM

ALLIANCE MACHINE INC.

JOB DESCRIPTION AND SPECIFICATION

Employee Name: _____		PERMANENT
Position: <u>Shipping/Receiving Logistics Specialist</u>		TEMPORARY
Hire Date: _____	Reports To: <u>Supply Chain Manager</u>	SUB-CONTRACTED

- Shipping/Receiving Logistics Specialist must possess the ability to perform the following:***
- Pulls reports from operating system (EPICOR) as needed, to insure all areas of responsibility are prioritized and completed in a time sensitive manner.
 - Works directly with Supply Chain Manager, and Project Manager to insure customer orders are processed in a timely fashion.
 - Acts as Shipping Clerk in the following areas- prepares and packages orders to customer requirements, forwards documentation, and prepares for shipment.
 - 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.
 - Manages finished goods inventory including: finished goods, hardware, shipping supplies. This includes cycle counts coordinated with the Supply Chain Manager.
 - Ability to use UPS, FED EX, and other shipper's systems and websites.
 - Works directly with local couriers to move product in and out of the facility as needed.
 - Plans and prepares assigned work to meet company objectives.
 - Strategically works with other departments to develop best practices used in the Shipping/Receiving area.
 - Maintains a positive working relationship with customers, suppliers and fellow employees.
 - Keeps supervisor informed as needed and required.
 - Attends weekly Level 10 Shipping/Receiving meetings.
 - Possess an understanding of ISO 9001:2000, AS9100 requirements.
 - Possess a clear understanding of Alliance Machine's core values.
 - Keep assigned work area clean and organized to company standards.
 - Does work as apparent or assigned.

Specified Requirements Acknowledgment:
Alliance Machine INC. acknowledges this employee meets the minimum qualifications for this position, and is pre-qualified to perform:

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"/>

Minimum Qualification and Experience Requirement:
3-5 years of Shipping and Receiving logistics in a fast paced environment.

Date	Course or Skill Acquired	Trained By	Certificate or Qualifications

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
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