



Shipping & Receiving Clerk

Hamilton Tanks is looking for a knowledgeable Shipping and Receiving Clerk to organize and maintain inbound and outbound shipments and related documentation. A successful candidate will be self-directing but able to work alongside a team. The Shipping & Receiving Clerk will have experience in inventory management, recordkeeping, and in providing support during loading and shipping preparations. This position operates at a manufacturing facility with moderate exposure to extreme temperatures, dirt, dust, weld fumes & smoke, unpleasant odors, and/or loud noises.

Essential Functions:

Performs a variety of tasks which may include but is not limited to

- Management and maintenance of inbound shipments and material records
- Ensures quality control documentation of material is received, if applicable
- Works with office personnel to ensure accuracy of inventory locations
- Periodically conducts cycle counts and works with office personnel to correct variances
- Implement and maintain system of preparing inventory items for orders
- Trains yard personnel in parts identification and educates them on new equipment lines
- Reports any noticeable quality defects to purchasing prior to product being received
- Ability to operate forklifts and tractors in a variety of weather and traffic conditions
- Material handling and transport around yard

Working Conditions:

- Standing for over 8 hours a day
- Lifting and carrying 40 pounds
- Pushing and/or pulling 40 pounds
- Walking on variable terrain (loose gravel, concrete flooring, asphalt)
- Turning/twisting/bending at the waist
- Forward and overhead reaching
- Moderate exposure to unusual elements

Qualifications/Skills:

- High school diploma or equivalent, required
- Experience with inventory management, shipping & receiving operations, preferred.
- Visual acuity and peripheral perception of 70 degrees
- Ability to pass background check, drug screen and fit for duty evaluation

Benefits:

- Health Insurance
- Dental & Vision Insurance
- Paid Time Off
- Short and Long Term Disability
- 401K
- Paid Holidays

If you're interested in this position please submit a current resume or you may also apply in person at 2200 Refugee Road, Columbus, OH 43207.