



*For the attention you deserve*

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## JOB DESCRIPTION: SHIPPING & RECEIVING

### ROLE AND RESPONSIBILITIES

The position of the Shipping & Receiving personnel is a critical role in the success of the company. Ensuring we are receiving what we ordered and shipping out the correct material, quantity, package size and many other details help to define key responsibilities in this role. This role is responsible for the following and other duties that he/she may be assigned:

- When a delivery has arrived, verify the material in the truck is what was ordered, and the size of containers, weight per container, quantity and other details match the A.G. Layne Purchase Order. Work with the QC Specialist in receiving the materials and unload once the QC Specialist has approved the materials.
- Ensure that the materials are properly labeled and put away correctly (covered from exposure) and any documentation that may have accompanied the material needs to be given to the Purchaser.
- Contact carriers, schedule appointments and prepare Bills of Lading.
- When preparing a load to be picked up by a common carrier, the load should be palletized, shrink-wrapped and have all the required documentation in a shipping envelope attached to the pallet. Complete your loader's checklist for the load.
- Follow all company safety protocols and procedures and conduct themselves in a polite and professional manner at all times.
- When staging orders, make sure that the correct package size (weight), quantity and labels are correct, then acquire the lot number so the certificate of analysis and other required documents may be printed out and attached to the driver's paperwork for that delivery/route. Attach "Green" Stickers to the container/pallets as required and complete your loader's checklist for the load.
- Maintain good housekeeping in the yards and warehouse, aisles cleared, papers picked up, floors swept and trash emptied as needed.
- Work safely in all tasks performed wearing PPE and safety equipment as required.
- Close and lock all gates and doors to the facility when leaving.
- Be willing to assist other employees when appropriate and to follow the instructions of their supervisor/s
- Be flexible and willing to work overtime when required.

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

This position requires very close attention to detail so that every load and shipment leave here correct. The accurate performance by the Shipping & Receiving staff is recognized by our drivers and out customers, which ultimately reflects on the successful operation of our organization.

### PREFERRED SKILLS

Fork lift certified, demonstrated ability to adhere to company safety and procedural policies, ability to carefully read instructions and pay close attention to details and perform various tasks that may be assigned to them.

### PHYSICAL DEMANDS & WORK ENVIRONMENT

Routine standing to perform work. Frequent walking and moving items using a forklift or pallet jack. Work can be in areas of high noise and can be exposed vapors of chemicals at our facility. Routine lifting of approximately 70 pounds and frequent twisting and squatting to lift. Work performed is mostly outdoors. Exposure to seasonal weather based upon the season.

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Approved: Steve Cooper