

## JOB CLASSIFICATION

# MATERIAL RECEIVER

**Summary:** Inspects, accepts or rejects material received in a timely manner

### **Duties and Responsibilities:**

- Compares information on purchase order and shipping notices to verify accuracy of orders recv'd
- Marks clearly identifying information on material
- Responsible for data accuracy and quality of own work
- Adhere to established company policies and procedures paying special attention to safety regulations
- Perform other related duties as instructed by manager/supervisor

### **Information/Directions From:**

- Quality Manual
- Data Collection Instructions
- Standard Operating Procedures
- Departmental Work Instructions
- Supervisor's/Manager's Instructions
- Arc-Tronics, Inc. Employee Policy Manual

### **Job Qualifications Requirements:**

#### *Knowledge/Skills/Certifications/Training:*

- Basic math (addition, subtraction, multiplication, division, decimals)
- Basic computer skills (i.e. spreadsheets, word processing, and data entry)
- Accurate data entry skills
- Time management skills
- Organizational skills
- Ability to effectively communicate with supervisor/manager
- Ability to accurately follow supervisor/manager instructions
- Ability to properly lift 35lbs
- Component ID Training
- Counterfeit Part Training
- ESD Training
- FOD Training
- HazCom / Safety Training
- JSTD Training
- ITAR Training
- Sexual Harassment Training

### **Education/Experience Required:**

- Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience