



Job Description

Rev E

Approval Date: 07/23/2021

Job Title(s): Shipping & Receiving Clerk

SOC: 43-5071

Description: Verify and maintain records on incoming and outgoing shipments. Prepare items for shipment. Duties include assembling, addressing, stamping, crating, and shipping merchandise or material, receiving, unpacking, and verifying and recording incoming merchandise or material.

Classification: Non-Exempt

Status: Full-time hourly

Supervisor: Shipping & Receiving Supervisor

Worksite Address: XLT Ovens
7761 West Kellogg Drive
Wichita, Kansas 67209

Work Schedule: Production Schedule per Employment Manual
Regular, Reliable, and Physical On-Site Attendance Required

Holidays Observed: Per Employment Manual

Pay: Per Wage Scale

Benefits: Per Employment Manual

Travel: This Position requires little to no travel

Primary Responsibilities:

1. Abide by the Quality Management System.
2. Understand that Customer satisfaction is our first priority, and the importance of compliance to statutory and regulatory requirements.
3. Protect the Company's assets, reputation, goodwill, and stature in the marketplace at all costs.





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Essential Functions: This position will perform the below listed duties consistently, accurately, timely, safely, and at the lowest feasible cost:

1. Unloads trucks (i.e. UPS) per QMS
2. Inspects inbound freight per QMS
3. Moves items to point of use per QMS
4. Processes service parts shipping process per QMS
5. Picks and packages service parts items per QMS
6. Ships service part items per QMS
7. Acquires images per QMS
8. Processes UPS World Ship per QMS
9. Creates invoices-SP per QMS
10. Creates and processes SD 2009 SO Picking List per service parts process in QMS
11. Maintains Shipping & Receiving department tools and equipment, except forklifts
12. Observes safety rules
13. Performs 5S in the Shipping & Receiving areas
14. Assembles Service Parts Kits per engineering drawings
15. Boxes and labels service parts for customers to easily identify parts
16. Operates the Remstar (pick parts, put away parts)
17. Assists leads/secondaries needing materials from Remstar (cleaning supplies, production/assembly materials)
18. Scans and saves documentation into records
19. Answers incoming calls from inbound freight and directs them to specific shipping/receiving bay
20. Performs any and all other duties as assigned by the President

Computer Skills: Basic Computer, E-Mail, and Web skills are required. Most of the documentation and training is done through the use of computers.
Advanced Computer skills required are Microsoft Office, Sage 50

Licenses Required: None

Travel Documents: None

Experience Required: Requires previous Electrical Equipment Assembler experience at XLT and must be able to perform all tasks in the assigned work cell

Training Required: Per Training Matrix

Education Required: A high school diploma or GED is acceptable. Some college in a business curriculum from an accredited college or university, or equivalent experience, is preferred. Must be knowledgeable of all products and services offered by the Company.





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Physical Requirements:

1. Must be able to stand, walk, and use hands for up to 10 hours per day.
2. Must be able to sit at a desk and use a keyboard and mouse for up to 10 hours per day.
3. Must be able to climb, balance, stoop, kneel, crouch, or crawl for 3 hours per day.
4. Must be able to lift 50 pounds.
5. Must have good close vision, distant vision, color vision, peripheral vision, depth percept the ability to adjust focus.

Mental Requirements:

1. Must be able to count, add, subtract, multiply and divide.
2. Must be able to read, speak, and write English.
3. While talking to others, convey information effectively.
4. Must be able to judge distances, shapes, and fits.

Skills Required:

1. Excellent listening skills – give full attention to what other people are saying
2. Using logic and reasoning to identify the strengths and weaknesses of alternative solutions
3. Leadership and motivational skills
4. Interpersonal skills
5. Good written and verbal communication skills
6. Decision-making and analytical skills
7. Ability to work under pressure individually and as part of a team
8. Able to plan and prioritize his/her own work
9. Must have attention to detail
10. Must have mechanical aptitude
11. Must be able to use common power and hand tools
12. Must know threaded fasteners

Work Environment: Part time exposure to mechanical moving parts, explosives and combustibles, electrical shock, vibration, and fumes or airborne particles, loud noises, and ultraviolet light. Also part time exposure to a typical office environment.

Reading Requirements: XLT Quality Manual
Kaizen Revolution
Little Big Things
How to Win Friends and Influence People





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The above statements are intended to describe the essential responsibilities of persons assigned to this role. They are not intended as an exhaustive list of all duties, responsibilities, and requirements.

XLT commits to sharing a portion of the annual profits with all eligible Team Members, and promises to never institute a lay off.

I _____ commit to, and am responsible for, the satisfactory execution of the
(Team Member Name)
primary responsibilities and essential functions described above.

In addition, I commit to reading, understanding, and applying the techniques, tactics, and procedures as described in The Kaizen Revolution book.

Employee Signature: _____ Date: _____

