

Würth Electronics Midcom Inc.

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Midcom**TITLE OF POSITION:** Shipping/Receiving Clerk**DEPARTMENT:** Warehouse**REPORTS TO:** Warehouse Supervisor**JOB PURPOSE:**

To provide accurate, timely and efficient material processing using established systems and procedures.

JOB DUTIES: (Essential)

1. Perform all functions of the shipping/receiving process, such as:
 - A. Authorize receipt of freight
 - B. Gather, pack, and ship product
 - C. Work with UPS, FedEx and miscellaneous trucking companies
 - D. Obtain and process necessary paperwork for international shipments
 - E. Verify counts using electronic or mechanical scales, hand counts, vendor counts, etc.
 - F. Label materials
 - G. Warehouse materials using the random warehouse system, location log, etc.
 - H. Utilize the computer system for entry and tracking of materials
2. Move materials to and from the warehouse, receiving area, or staging area, as needed and placing in specified location(s).
3. Process inventory transactions and associated paperwork.
4. Verify inventory counts as needed. This is to consist of spot inventory checks, pre-inventory counting and participation in the annual physical inventory.
5. Process customer returns.
6. Troubleshoot inventory discrepancies.

EDUCATION & OTHER REQUIREMENTS:

AA degree required. Work related experience preferred.
Must be able to lift 50lbs.
Must be computer literate.
Must be detail orientated and able to work in a fast paced environment.