



York Imperial Plastics is hiring a Shipping & Receiving Warehouse Clerk for our custom plastic injection & insert molding facility located in York, PA. If you are dedicated, hardworking, loyal, and are looking for the perfect career opportunity post-graduation where you can grow and develop, this is the opportunity for you. We are proud to offer competitive benefits, including flexible scheduling for currently enrolled students, and wages at our state-of-the-art production facility.

## **Job Description**

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### Summary:

York Imperial Plastic's Shipping & Receiving Warehouse Clerk is responsible for a multitude of functions which are vital to our production process. Warehouse duties include, but are not limited to, inventory control, resource allocation, verification and maintenance of records on incoming and outgoing shipments as well as preparation of items for shipment. A successful Shipping & Receiving Clerk will work under the general supervision of the Customer Service Manager and work safely while assisting our team in providing the highest quality, defect free product, and excellent customer service as well as meet all of the essential functions of the position.

### Essential Functions:

The essential functions of the Shipping & Receiving Warehouse Clerk include but are not limited to:

- Adhere to all Company policies, practices, and procedures.
- Maintain a consistent and prompt attendance record.
- Excellent verbal and written communication skills.
- Safely operate lift trucks or hand trucks to convey, move, or hoist raw materials and finished goods to proper departments or areas in compliance with all Company safety standards.
- Physically perform daily finished goods inventory and cyclical counts.
- Operate the stretch wrap banders and band skids.
- Pack, seal, label, or affix postage to prepare materials for shipping, using hand tools, power tools, or postage meter.
- Unpack and examine shipment contents, reject damaged items, and record shortages.
- Physically build mass orders according to sales orders and invoices.
- Correspond with shipper to rectify damages, nonconformances, and shortages.
- Route incoming shipments to the appropriate department.
- Reconcile items with records, such as invoices or orders, to verify accuracy.
- Prepare documents, such as work orders, bills of lading, or shipping orders to route materials.



- Perform all computer functions necessary to track various aspects of goods.
- Record shipment data, such as weight, charges, space availability, or discrepancies, for reporting, accounting, or recordkeeping purposes.
- Maintain accurate inventory of shipping materials and supplies.
- Retain an adequate supply of shipping materials on hand at all times.
- Support the shipment of goods produced and the received goods and supplies to be used in or to aid in the production/storage of goods destined for sale to our valued customer base.
- Report defective materials, nonconformances, or questionable conditions to the Customer Service Manager.
- Physically inspect and maintain the physical conditions of the work area, warehouses, vehicle fleets, and equipment, and order testing, maintenance, repairs, or replacements.
- Utilize our computer-based database programs, e-mail communication systems, and word processing software.
- Successfully complete appropriate forms and paperwork related to incoming and outgoing shipments.
- Work independently and to follow through on assignments as directed.
- Operate under pressure to meet deadlines while maintaining a positive attitude and providing exemplary customer service.
- Assist with other departments related to the production process when necessary.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions listed above.

#### Physical Demands:

The responsibilities of this position are primarily physical and require the employee to be active throughout their entire shift. The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The employee must frequently lift and/or move items over 60 pounds.
- This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing for up to 8-10 hours with flexibility for overtime opportunities.
- The employee is regularly required to speak and hear while communicating effectively both verbally and in writing to co-workers, supervisors, customers, and outside vendors.
- The employee should possess the ability to determine when something is wrong or is likely to go wrong. This may not involve solving the problem directly, but it is essential that the employee recognize where there is a problem.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Position Type:**

- This is a flex position with the opportunity for both part-time hourly or full-time hourly position.
  - Student internship to hire opportunities are strongly encouraged.
- Hours of work are flexible between Monday through Friday, 7:00 a.m. to 3:00 p.m.
- A maximum of 40 hours per week with potential for overtime.

**Environment:**

While performing the duties of this job, the employee may frequently be exposed to fumes or airborne particles, moving mechanical parts, and vibrations. The noise level in the work environment can be loud.

**Required Education and Experience:**

1. Applicant must be 18+ years of age at the time of hire.
2. High School Diploma (currently enrolled) or GED.
3. Knowledge of arithmetic, algebra, geometry, and their applications.

**Preferred Education and Experience:**

1. Factory-related experience in shipping and receiving and/or inventory management.
2. OSHA licensed fork and scissor lift operator.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

York Imperial Plastics is committed to hiring outstanding individuals who reflect diverse backgrounds, have the qualifications, values and potential necessary to achieve our objectives. Our hiring policies articulate sound practices to ensure that this is achieved and risks to the Company are minimized. Therefore, background checks and drug screenings will be performed once a final candidate has been selected for an offer of employment, but before the commencement of employment. Conditional offers of employment will be made subject to the successful completion of a background check and drug screening.