



HOOSIER CRANE SERVICE COMPANY

☎ 574-523-2945

☎ 800-509-6131

🌐 www.hoosiercrane.com

✉ sales@hoosiercrane.com

Position/Title: Warehouse Clerk

Department: Supply Chain

Exemption Status: Non-Exempt

Reports To: Manufacturing Operations Manager

Scheduled Hours: Monday thru Friday 7:00 a.m. – 4:00 p.m. but may flex to fit department needs and with an unpaid lunch.

OSHA Hazard Classification: 1 - Occupational Exposure to Hazard

SOC Code: 53-7062 Laborers and Freight, Stock and Materials Movers, Hand

Supervisory Responsibilities: assist with coaching of apprentices

Position Summary: The Warehouse Clerk is responsible for receiving/shipping orders as well as functions of managing inventory.

Responsibilities/Duties may include: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be considered to enable individuals with disabilities to perform the essential duties:

1. Proficiently perform one or more distribution-related activities including but not limited to, receiving, stocking, order filling, packaged, shipping, on a regular basis.
2. Safely operate a stand-up forklift (order selector/cherry picker) and/or sit-down forklift.
3. Perform cycle counts and inventory counts, as needed.
4. Keep work and surrounding areas clean and safe.
5. Follow HCS established safety policies/procedures, including additional ones established by the customers, and all local, state, and federal safety regulations including OSHA, MIOSHA, ASME, etc.
6. Report to work as scheduled.
7. Complete all required computer/paperwork accurately and timely.
8. Other duties as assigned.

Abilities and Skills:

- Excellent verbal and written communication skills set.
- Proficient using a computer.
- Ability to stand and walk on concrete surfaces 8 to 10 hours per day.
- Ability to read, interpret, and comprehend documents such as training instructions, shipping tickets, procedure manuals, etc. at a fast pace.
- Have high attention to details.

Background/Experience:

- Experience working with Microsoft Office (Word, Excel, Publisher, PowerPoint)
- Experience working in a manufacturing/service environment, preferred.

Physical Demands:



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The physical demands described here are representative of those that must be met by an employee in order to perform the essential functions of this job successfully. While performing duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

Employee Name

Employee Signature

Date