

Perform Air International Inc.
Section VI - Attachments
Att.68.03 – Job Description

Revision	Revision Date	Revision Change
N/I	02/28/2013	Initial Release/Re-release
1	08/16/2013	Revision to Materials Control Manager title.
2	02/07/2014	Revision to Department Manager.
3	01/30/2016	Revision to Header and Immediate Supervisor.
4	03/31/2017	Revision to Department Manager.
5	01/31/2019	Revision to Grade Level, Department Manager and addition of Division Manager.
6	10/31/2021	Revision to Grade Level
7	10/06/2023	Revision to Division Manager
8	09/26/2024	Revision to <u>Qualifications</u>

Position Title: Shipping / Receiving Clerk

Grade Level: 53-7062-02

Exemption Status: Non-Exempt

Department: Shipping / Receiving

Division Manager: Executive Vice President of Supply Chain Management

Department Manager: Shipping / Receiving Manager

Immediate Supervisor: Shipping / Receiving Manager

Duties, Responsibilities and Authority:

This position assumes responsibility for assuring all daily deliveries of incoming product and customer components are opened, verified, and routed to the correct recipient. This position is also responsible for assisting in the daily shipping duties including component verification, packaging, and data entry.

The Shipping / Receiving Manager may assign additional responsibilities of this position at any time.

Qualifications:

Education: *High School completion plus one of the following Experience or Training requirements fulfilled.*

Experience: *One year experience in a Shipping / Receiving position.*

Training: *Documented training records of at least 50 hours.*