



2080 Nelson Miller Parkway  
Suite 200  
Louisville, KY 40223-3172  
Phone: 502-244-7313  
Fax: 502-244-7217

## **JOB DESCRIPTION: Shipping & Receiving Clerk**

### **Summary**

Manage all incoming material and outbound shipments, and deliveries ensuring success in meeting respective objectives (i.e. quality, schedule, budget, accountability).

### **Essential Duties and Responsibilities**

- Daily management of all logistic and warehouse activities.
- Maintain field relationships to ensure accurate receipt of Alliant product.
- Provide accurate shipping documents and retain signed receipts.
- Provide data entry support for procurement.
- Manage company warehouse inventory and lead initiative to reduce whenever possible.
- Provide inventory list to Engineering for use of inventory on projects.
- Monitor vendor performance and provide feedback to vendors to improve quality of service.
- Ensure quality on all purchasing deliverables – review and approve.
- Keep standardization high and constantly improve processes.
- Any other task as directed by Management.

### **Responsibility and Authority**

- Responsibility: Noted above.

### **Qualifications**

- Strong organizational skills.
- Strong analytical, verbal, and written communications skills.
- Must be able to pay attention to detail while multi-tasking.
- Ability to lift 50lbs.
- Ability to operate Forklift.

### **Experience**

- 3 years of warehouse experience.
- Some logistics experience necessary.
- Experience with international shipping preferred but not required.



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**Alliant Technologies  
 Job Demands**

**Position:** Shipping & Receiving Clerk

<b>Physical &amp; Mental Demands</b>	<b>Extent</b>			
	<b>Continuous Over 70%</b>	<b>Frequent</b>	<b>Occasional</b>	<b>Rarely</b>
<b>Physical Demands</b>				
Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Lowering 1-15 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15-30 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30-50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fine Hand/Eye Coordination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Color Discrimination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing Acuity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Mental Demands</b>	<b>Continuous Over 70%</b>	<b>Frequent</b>	<b>Occasional</b>	<b>Rarely</b>
Concentration on detail	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attention span 1+ hours on a task	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to remember multiple tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Working Conditions</b>	<b>Continuous Over 70%</b>	<b>Frequent</b>	<b>Occasional</b>	<b>Rarely</b>
Exposure to toxins, cytotoxins, poisons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to extreme heat, cold, temp fluctuations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exposure to hazardous chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to radiation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (Specify: )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sensory Requirements</b>	<b>Is Crucial</b>	<b>Is useful</b>		
See	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Distinguish colors	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Hear/Listen	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Taste	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Smell	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Touch	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Speech	<input checked="" type="checkbox"/>	<input type="checkbox"/>		



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Mental Effort	Work Environment
<p>Check all functions performed on a daily basis...</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Reading</li> <li><input checked="" type="checkbox"/> Basic arithmetic</li> <li><input checked="" type="checkbox"/> Advanced mathematics</li> <li><input checked="" type="checkbox"/> Weighing/measuring</li> <li><input checked="" type="checkbox"/> Visualizing conclusions</li> <li><input checked="" type="checkbox"/> Analyzing data</li> <li><input checked="" type="checkbox"/> Searching for solutions</li> <li><input checked="" type="checkbox"/> Creating methodologies</li> <li><input checked="" type="checkbox"/> Conducting research</li> <li><input checked="" type="checkbox"/> Managing resources</li> <li><input checked="" type="checkbox"/> Evaluating performance of others</li> </ul>	<p>% of time spent:</p> <p>90 _____ Indoors        10 _____ Outdoors</p> <p>The air is:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Clean/Normal/Average</li> <li><input checked="" type="checkbox"/> Dusty/Dirty</li> <li><input checked="" type="checkbox"/> Wet/Humid</li> <li><input checked="" type="checkbox"/> Affected by smoke, fumes, etc.</li> </ul> <p>You work on a surface that is:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Level    <input checked="" type="checkbox"/> Uneven</li> <li><input checked="" type="checkbox"/> Sloping   <input type="checkbox"/> Slippery</li> </ul> <p>Noise level is:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Normal   <input type="checkbox"/> Loud</li> </ul>