

HPM Building Supply Job Description

Job title:	Receiving Specialist	FLSA:	Non-Exempt
Location:	Hilo, Kona, Waimea	Reports to:	Receiving Supervisor
Department:	Receiving	Last updated:	01/15/2020

Job Summary

The Receiving Specialist is responsible for efficiently and accurately shipping and receiving of freight through internal/external freight carriers in a fast-paced work environment. Receives and merchandises incoming products and completes all necessary paperwork in a timely manner.

Essential Functions

- Unload and load containers, open racks, delivery trucks and covered trailers.
 - Communicate with internal/external freight carriers the needs of staging and hauling incoming/outgoing containers.
 - HPM Kona and Waimea covered trailers loaded by 3PM daily with stock and customer orders.
 - Freight is wrapped, covered and strapped properly to ensure merchandise will not sustain damages while in transit.
- Ensure all purchase orders (POs) are accurately received into bisTrack, the enterprise resource planning system.
 - All transfers associated with POs are completed, tagged and distributed to branches.
 - Special orders are promptly received, tagged, distributed and staged for will call and delivery.
- Communicate purchase order discrepancies to Purchasing, Inventory and Receiving departments via email for tracking.
- Process bisTrack journey manifest and ensure completion at end of day, verify all paperwork is put into Kona and Waimea inter-branch bags.
 - Ensure correct paperwork is being sent with product to correct branch.
 - Responsible for inter-branch bag staged for drivers.
- All emails are followed up and responded to daily.
- Daily review and completion of forklift inspection sheets.
- Receiving area is cleaned of debris, tidy and organized at ending of shift.
- Receiving gate is secured at the end of shift.
- Participate in cycle counts of inventory
- Other projects and responsibilities may be added at the company's discretion.

Job Requirements and Qualifications

Education and Training Requirements: High School diploma or equivalent. Forklift certification or ability to be forklift certified is required.

Knowledge and Ability Requirements

- Physical requirements include ability to bend, stretch, reach, twist, squat, reach, climb a ladder and stand for extended periods of time and exerting muscle force repeatedly or continuously to lift, push, pull or carry objects
- Knowledge of building material knowledge is preferred
- Basic computer skills
- Able to provide excellent customer service

Experience: Previous receiving knowledge preferred

Other Information

- Punctuality and excellent attendance are necessary
- Must be able to work flexible hours, which vary by location, but are generally between 5:30 AM – 6:30 PM, M-F. Some locations require ability to work weekends between the hours of 7 AM – 4 PM.
- Strict adherence to impeccable safety standards is a must
- Work environment is outside warehouse exposed to elements; must work rain or shine.
- Required to wear steel-toed shoes and high-visibility uniform shirt
- Ability to lift 50lbs.

Level: I II III

Level I: Less than two years' experience in the essential functions, performs job duties, and has a consistent performance record

Level II: Two to less than five years' experience in the essential functions, proficient in all job duties, and has a strong performance record

Level III: More than five years' experience in the essential functions, has expert knowledge in job duties, and has impeccable performance

Employee Signature

Manager Signature

Employee Name (please print)

Manager Name (please print)

Date

Date