

***Shipping/receiving Personnel must possess the ability to perform the following:***

- Acts as Shipping Clerk in the following areas- prepares and packages orders to customer requirements, forwards documentation to proper location.
  - Acts as Receiving Clerk in the following areas- verifies Packing slip to Purchase Order, tags incoming materials as needed and places in designated areas, forwards documentation to proper location.
  - Drives and maintains company vehicle as assigned.
  - Ability to use UPS, FED EX and other shipping company's systems and websites.
  - Cycle counts raw materials, materials, hardware and finished goods as required and directed by Supply Chain Manager.
  - Plans and prepares assigned work to meet company objectives.
  - Keeps supervisor informed as needed and required.
  - Maintains a positive working relationship with customers, suppliers and fellow employees.
  - Possess an understanding of ISO 9001:2000, AS9100 requirements.
  - Possess a clear understanding of Alliance Machine's core values.
  - Keep assigned work area clean and organized to company standards.
- Does work as apparent or assigned.