

## Receiving Clerk - Dock Assistant

### Summary Job Description

The Receiving Dock Assistant is responsible for receiving and verifying deliveries at Hickory Chair. Additionally, the Receiving Dock Assistant will assist in unloading shipments and transporting items to the proper locations within the facility.

### **Essential Duties and Responsibilities include the following:**

- Accept, verify and sign for deliveries.
- Assist in unloading shipments if needed.
- Assist Stock Room Clerk unload and move heavy boxes onto shelves when needed.
- Transports loads to proper locations.
- Counts, verifies and stocks supplies that are stored in the basement including silver liners, curves, glass/ mirrors and other similar items.
- Responsible for conducting inventory of items stored in the basement.
- Routinely uses Shop Trucks, Pallet jack and/or forklift to move deliveries throughout the facility.
- Orders Shrink Items and other packing material stored in basement.
- Records all items leaving the dock to return to a vendor.
- Counts, records and documents parts sent out to be carved, lasered and other similar processes.
- Pulls items for manufacturing each week.
- Places receiving / packing slips in proper location for purchasing to receive.
- Responsible to keep dock area clean.
- Willing to assist in warehouse or rub room as needed.
- Must follow all safety policies and procedures.
- All other duties as assigned.