



Grindmaster Cecilware

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Parts Clerk Job Description

General Function:

Obtains and packs spare parts for industrial coffee grinders and beverage dispensers utilizing pallet jacks, tow motors, and dollies or other motorized or non-motorized material handling equipment in a safe, efficient manner for outbound shipping in accordance to shipping documents.

Organization:

Reports to Plant Manager with significant interaction with Shipping Clerk, Receiving Clerk, Production Scheduler, Inventory Administrator, Customer Service, Technical Service, and Material Handling to ensure accuracy of shipments.

Duties & Responsibilities:

- Picks and packs parts for safe shipping as according to shipping documents.
- Assembles parts for spare parts kits shipments.
- May prepare kitting packages for assembly or pick or pack customer orders per work instruction, ensuring customers' quality and delivery expectations are met.
- Prints picking tickets, processes shipments through shipping companies as requested by customer.
- Updates ERP system with shipment information in timely manner.
- May process export paperwork.
- Measures & weighs cartons and completes necessary bills of lading and/or air bills.
- Monitors inventory of shipping supplies and notifies supervisor when re-order is needed.
- May perform various packaging or packing tasks, including, but not limited to one or more of the following: placing labels on products or packages, counting or sorting various items, forming or breaking down boxes.



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- Performs various physical tasks such as moving, storing, packaging, delivering, and counting materials utilizing pallet jacks, tow motors, pallet lifts and dolly in a safe, efficient manner.
- May load or unload merchandise onto or off of pallets, skids or carts with or without a lifting device.
- Maintains and prepares records and documentation accurately and neatly.
- Maintains work area and warehouse in a neat and orderly manner.
- May participate in the training and development of other personnel.
- Cross train and maintain certification in several activities.
- May participate in physical inventory.
- Is responsible for reporting immediately to the Plant Manager the defective operation of industrial trucks or other equipment.
- May lubricate forklift or pallet lift as well as recharge batteries and fill the water tank.
- May be called upon to perform general housekeeping tasks requested by the Plant Manager.
- Follows good inventory practices.
- Informs Inventory Administrator of any shortage issues and Quality Control of any quality issues.
- Actively pursues new ideas to improve parts department operations.
- May participate on the Safety Committee.
- May assist on assembly line or support area when necessary.
- May be required to maintain work through MicroSoft Excel spreadsheets or bar code systems.
- Adheres to prescribed safety and quality standards and all written procedures, work instructions and policies.
- May quarantine items if required per work instructions.
- May unpack or check goods received against work orders, purchase orders, return authorizations, or other job completion paperwork, rejecting items where necessary.
- Any other work as required by supervisor.

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**Grindmaster
Cecilware**

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Qualifications:

- Minimum 2 to 3 years of previous experience as a Parts Clerk in a manufacturing environment.
- Demonstrated proficiency with related tools or equipment.
- Knowledge of industrial safety procedures and regulations.
- Demonstrated proficiency in following written or oral instructions.
- Proficient oral communication skills.
- Excellent problem solving skills.
- Practiced planning and work prioritization skills.
- Strong organizational skills.
- Very detail oriented.
- Ability to handle multiple tasks in a fast pace environment.
- Ability to make immediate decisions while maintaining high degree of integrity.
- Must be able to lift/move packages weighing up to 50 lbs.
- Must be able to operate a forklift and other equipment in the shipping area as required.
- Must have basic math skills and be able to use a computer.

Physical:

- Must be able to lift up to 50 pounds.
- Very physical activities.
- Must be able to stand or walk 75% of the time.

Send your resume and references to HRJOBS@GMCW.com

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