



Exhibit Manufacturing
of Rochester, LLC

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JOB TITLE: Receiving Specialist

DEPARTMENT: Purchasing

FLSA STATUS: Non-exempt

REPORTS TO: Purchasing Manager

SUMMARY: Responsible for assisting in a variety of warehouse duties, including shipping and receiving, unloading and loading trucks, fulfilling purchase orders, and keeping warehouse stocked with shipping supplies.

Essential Functions

Inbound Receiving/Inventory (55%)

- Receive inbound deliveries (Fed-Ex, UPS, Common Carrier freight).
- Verify delivered product quantities by corresponding with packing lists
- Photograph damaged goods upon receipt
- Before receiving damaged goods contact Production Mgr and /or Purchasing MGR.
- Sign all packing lists and return to purchasing office
- E-mail Project MGR of all client product received
- Check in merchandise and affix with client labels.
- Place all received RES and EMR inventory goods in inventory and place location in sytline with proper inventory code (supplied by purchasing dept) This includes all plastic laminate, plexi-glass, Pvc, plywoods and all sheet materials
- Place all received hardware stock on proper predetermined shelves in stock room
- Place all aluminum materials in proper location in the metal shop
- Any products for the Graphic production or the textile dept will be delivered as received
- All packing materials (cardboard /skids) received must be properly disposed of in receptacles provided. (cardboard recycling, wood recycling, and trash receptacles

Inbound/Outbound Client Shipments (25%)

- Toolboxes must be tracked including tool box release forms, "on the road" tool box status, and return status. Emails are sent to notify of status changes for tool boxes to PMs and the Warehouse.
- Works with the Tool Box Specialist to ensure all toolboxes and blue bins are prepared on time to ship and sealed prior to shipment. Toolboxes are inventoried upon return and restocked. Inventory

- billing. Ensure toolboxes are free from damage including crates, graphics, and laminates. Record damages and send them to the PM upon return.
- All signed BOL (by vendors or RES and/or EMR drivers must be returned to Show Services Dept.
- Incoming freight should be recorded, documented and placed in proper location
- The loading of outbound shipments requires photographs every (2 pieces) and placed in client folder predetermined locations.
- Upon return from shows any extra skids or crates must be placed in proper storage locations.

General Warehousing (20%)

- Company vehicles that need to in the building at end of day (for security reasons) is the responsibility of receiving clerk.
- When going to lunch the back doors are to remain locked and dock doors closed
- Dock area from east wall of dock to the lumber rack west of supply room is the responsibility of Shipping Receiving Clerk. Cleanliness and order is expected at all times. This includes dumpster storage area, scale area , all dock racking areas, propane area and all dock door and man door areas in and out of building
- When inbound trucks are unloaded (RES and/or EMR trucks only) must be swept out and kept clean
- Any trailers (RES and/or EMR owned only)

Position Qualifications	
Education & Experience	Mathematical Skills
High School Diploma with two years of job-related experience, in a warehouse environment with inventory management.	Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to calculate figures and amounts such as proportions, percentages, rates and ratios
Other Skills/Experience	Reasoning Ability
Inventory Management Forklift Communication Able to work in a fast-paced and changing environment. Reliable	Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
Computer Skills	Physical Demands
Microsoft Outlook: Basic Skill Level Microsoft Word: Basic Skill Level Microsoft Excel: Basic Skill Level ERP: Intermediate Skill Level	While performing the duties of this job, the employee is regularly required to move around, use hands, use feet to walk and drive forklift, stand for long periods of time, and push/pull/lift/move up to 75 pounds unassisted.
Language Skills	Work Environment
Ability to read, write and interpret documents in English such as safety rules, operating and maintenance instructions and procedure manuals. Ability to read, analyze and interpret common trade journals, financial reports and legal documents. Ability to respond to common inquiries.	The noise level in the work environment can be loud. Hearing protection is provided as an optional use.

This job description is a summary of the job duties and requirements that represent the general nature and level of work being performed. This description is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees. In addition to the above, all employees are expected to read, understand, and comply with company policies and procedures, regulatory expectations, quality and department standards, etc. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions