



Senior Receiver/Inventory Control Coordinator

Job Description

Receiving Role

A receiver's primary job duties are to unload incoming product from various vendors then separate and match PO worksheet and BOL against physical quality, counts, product temperature, and use by date to ensure we are receiving the product we ordered, and in good condition. The receiver will then ensure traceability by scanning acceptable product into inventory using pallet labelling. Ensure the pallet is safe to put away before moving on.

Essential Responsibilities Include but Not Limited To:

- Unload incoming deliveries
 - Ensure container is clean and within temperature range for items within; no damage
 - Ensure there is no evidence of pests or cross-contamination, including allergens and organics
 - Match PO worksheet and BOL counts against physical product. Notate discrepancies
 - Match descriptive information on PO worksheet and BOL against physical product. This will include quality/grade, pack/size, and variety/description. Notate any discrepancies
 - Any discrepancies need to be brought to the attention of purchasing via Warehouse Manager. If no discrepancies, continue on
 - After disposition on discrepancies is fulfilled, driver may be signed out
 - Apply pallet labels to product, double-checking descriptive information for accuracy
 - Using BFC Dakota RF scanner, scan product into inventory, notating expiration date and lot number
 - Tag products that contain allergens
 - Secure pallets for overstock storage
 - Run product to appropriate aisle & slot indicated by BFC Dakota WMS to clear dock
- #### **Inventory Coordinator Role**

Individual is required to multi-task and adjust to the workings of a dynamic environment. This position will manage inventory levels of product with its primary role to manage and maintain the inventory of products. This include receiving, storage, issuance of material, ERP transactions, disposal/return of customer supplied materials, and status reporting of all shortages.

Essential Responsibilities Include but Not Limited To:

- Conducts inventory cycle count and physical inventory programs
- Compiles, verifies and reports daily and/or periodic statistical information aimed at detecting trends to improve and maintain the overall health of inventory
- Researches variances to determine appropriate root cause whether process or behavior and logs the information for operational review
- Counts and reconciles randomly chosen part numbers and/or locations
- Assists in developing solutions to specific problem area
- Assists in the execution of projects as well makes recommendations for process improvement to the appropriate leaders



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- Ensures compliance with inventory processes and procedures as well as compliance to contractual obligations
- Other duties as required and assigned

Work Environment:

While performing the duties of this job, the employee is regularly required to use hands to handle goods. The employee frequently is required to stand, reach with hands and arms. The employee is required to walk, stoop, or kneel. The employee must be able lift and/or move up to 50 pounds. The employee is occasionally exposed to moving mechanical parts and operating pallet jack, forklift and reach truck vehicles.

How we are protecting employees from COVID-19

At Sunrise Food Service, Inc, employee health and safety is our top priority. We have implemented processes and precautions to prevent the spread of COVID-19 in our facility. We provide gloves, masks, and hand sanitizer to all essential employees who must report to work. Before entering our warehouse, employees have their temperatures and symptoms are checked. In addition, we take great care to ensure frequently touched surfaces are sanitized throughout the day fully sanitized bi-weekly.

Qualifications

- Associates or above preferred but open to high school diploma
- Minimum 1 year related experience and/or training in Inventory Control
- Minimum 1 year experience with RF and WMS- **Preferably BFC Dakota Software**
- Experience operating a forklift, pallet jack, reach truck
- Computer literate with experience with Microsoft Outlook, Word and Excel
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to research, track issues through the WMS system and make logical conclusions as to the root cause of inventory discrepancies
- Knowledge of current ERP (Entrée NECS) system as it relates to inventory control
- Excellent communication and record keeping skills
- High attention to detail
- Ability to write routine reports and correspondence
- Reliable; consistently at work and on time
- Ability to observe and follow proper safety procedures, and ability to report potentially unsafe conditions

Salary: \$18.00-\$20.00 per hour

Schedule

Flexible schedule. Includes weekends and holidays

Supplemental Information

This employer participates in E-Verify and will provide the Social Security Administration and if necessary the Department of Homeland Security with the information from each new employee's Form I-9 to confirm work authorization.

Job Type: Full-time



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Pay: \$18.00 - \$20.00 per hour