



Job Title:	Parts Shipping and Receiving Clerk		
Department/Group:	Parts Department	Job Category:	Shipping & Receiving
Location:	Walpole, MA	Travel Required:	
Level/Salary Range:		Position Type:	Full-Time
HR Contact:	Danielle Sackett	Will Train Applicant(s):	Yes

Applications Accepted By:

Fax or E-mail: (508) 660-0027 or hr@minutemantrucks.com
Subject Line: Application for Parts Shipping and Receiving Clerk
Attention: HR Department

Mail:
Minuteman Trucks, Inc.
Attn: Human Resources
2181 Providence Highway, Walpole, MA 02081

Job Description

Role and Responsibilities

The primary function of the Parts Shipping and Receiving Clerk is to control and monitor all incoming and outgoing shipments. The parts shipping and receiving clerk reports directly to the Parts Manager and indirectly to the Assistant Parts Managers. Executing all tasks in professional and efficient manner, all while maintaining a cooperative working relationship with other employees. This position is subject to random drug testing.

- Check incoming and outgoing shipments for accuracy.
- Prepare outgoing shipments and cores for return, using appropriate shipping source software.
- Help coordinate loading of parts delivery trucks.
- Report all parts or materials damaged in shipment.
- Place incoming parts or materials in stock or distribute to ordering salesperson or department.
- Assist in coding parts for inventory control, finding inventory items which cannot be found, and obsolescence returns.
- Rebuild stock areas as needed.
- Help control special orders, incoming and outgoing.
- Post any bin or inventory corrections to adjustment sheet upon identification.
- Track shipments when requested using appropriate software.

Employee Benefits

Benefits

Medical, Prescription, Dental, Vision, Life, Disability, 401K, Sick Pay, 11 Paid Holidays, Paid Vacation, Company Uniforms

Pay Plan

Top Hourly Pay Plan, Flexible Hours, Limited Saturdays, Sundays, or Week Nights; Overtime Available.

About Minuteman Trucks

Minuteman Trucks is one of the largest International®, Ford® and Pierce® commercial truck centers in New England. We are proud of our updated and well-maintained Facility and Equipment with new Lifts. Two new parts storage units have just been installed, the Hänel Rotomat® and Hänel Lean-Lift®. They currently being stocked by our Parts Team and maximize our efficiency. *We are proud to be a Drug Free workplace and an Equal Opportunity Employer that values the diversity of its employees, customers, and vendors.*

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	