



**Title: Receiving Coordinator**  
**Classification: Hourly Non-Exempt**  
**Reports to: Manufacturing Manager**

#### **Summary**

**The receiving coordinator position performs inventory management for incoming company products and parts necessary to manufacturing of products. Responsibilities include overseeing receiving operations, training and supporting Team Members. Oversee freight from the receiving area to the departmental staging areas and storage rooms.**

#### **Primary responsibilities include**

- Perform all duties and responsibilities of a Receiver
- Receive all products for the company; inspecting quality, quantity and reconciliation of receiving/purchase documentation.
- Notifies and/or delivers incoming product to end user.
- Completes daily receiving entries in Net Suite system to ensure the keeping of invoice files and records.
- Distributes documentation, including transfer of all original documents, to Accounts Payable.
- Manages raw material and critical supply inventories, including maintenance and cleaning of inventory area, inventory organization and racking, inventory cycle counting and reporting, monthly inventory accounting. Actual physical counts of raw material and tag controls required.
- Responsible for adhering to all period and quarter end responsibilities applicable to your department.
- Partner with suppliers to ensure deliveries only arrive during posted receiving hours and are accompanied by required paperwork
- Partner with Purchasing Team to ensure proper purchase order protocols are followed to help ensure accuracy; responsible for building and maintaining partnerships with all applicable departments
- Partner with Accounts Payable to resolve invoice inquiries, such as, outstanding invoices, short-payment notifications, credits or with other applicable information, when necessary.
- Performs general housekeeping, maintenance and organization of the dock and inventory areas; includes hands-on cleaning and maintenance along with organization and interpersonal skills to coordinate with other departments.
- Report all life safety and fire hazards for correction, along with any other violations of company policy, and all accidents and injuries to Management immediately.
- Perform other duties as assigned by the Manufacturing Manager.

#### **Essential Job Functions:**

#### **Competencies**

- 1. Communication Proficiency.**
- 2. Responsive.**
- 3. Detail Oriented.**



4. Time Management.
5. Organizational Skills.
6. Collaboration Skills.
7. Stress Management/Composure.
8. Problem Solving/Analysis.
9. Personal Effectiveness/Credibility.
10. Forward Thinking.

**Requirements:**

- 5+ years of shipping and Receiving experience
- Must be able to work independently under no supervision
- Knowledge of common Warehouse procedures
- Forklift and/or pallet jack experience
- Ability to lift up to 50 pounds using proper safety methods
- Must have consistent and reliable means of transportation
- Must be willing to submit a pre-employment background check and drug screen
- Must be able to provide proof of eligibility to work in the US
- High school diploma or equivalent certification

**Supervisory Responsibility**

This position has no supervisory responsibilities.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; outside weather conditions; and vibration. The noise level in the work environment is usually moderate.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Position Type and Expected Hours of Work**

This is a full-time position. Days and hours of work are Monday through Friday, 7:00 a.m. to 3:00 p.m., 40 hours per week

**Travel**

No travel is expected for this position.



**Identiv is an Equal Employment Opportunity Employer. The company abides by the requirements of 41CFR 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals on the basis of protected veteran status or disability, and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities.**

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