



<https://www.lestergroup.com/job/receiver/>

## Receiver

### Description

Verifies and keeps records on incoming and outgoing shipments and prepares items for shipment by performing the following duties.

### Responsibilities

**Essential Duties and Responsibilities include** but not are limited to the following.

- Compares identifying information and counts, weighs, or measures items of incoming and outgoing shipments to verify information against bills of lading, invoices, orders, or other records.
- Determines method of shipment.
- Affixes shipping labels on packed cartons or stencils identifying shipping information on cartons.
- Assembles wooden or cardboard containers or selects preassembled containers.
- Inserts items into containers.
- Nails covers on wooden crates and binds containers with metal tape.
- Stamps, stencils, or glues identifying information and shipping instructions onto crates or containers.
- Posts weights and shipping charges, and affixes postage.
- Unpacks and examines incoming shipments, rejects damaged items, records shortages, and corresponds with shipper to rectify damages and shortages.
- Routes items to departments.
- Examines outgoing shipments to ensure shipments meet specifications.
- Maintains inventory of shipping materials and supplies.
- Operates tier hand lift truck or uses forklift to move, convey, or hoist shipments from shipping and receiving platform to storage or work area.

### Physical/Mental Demands and Working Conditions

The employee must lift and/or move up to 50 pounds.

### EOE M/F/Disabled/VET

### Qualifications

#### Experience/ Education

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

### Hiring organization

The Lester Group

### Employment Type

Full-time

### Job Category

Support

### Job Location

20110, Manassas, VA