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F-009 rev A

Job Description

Job Title	Receiving Employee	Location	Suwanee, GA Warehouse
Department	Receiving	Immediate Supervisor	Receiving Manager

Position Summary

Responsible for separating parts and checking packing lists to verify total number of parts received. Responsible for labeling parts and verifying quantities for accuracy.

Position Responsibilities

1. Separate parts
2. Verify quantities on packing list
3. Accurately label parts and verify quantity received
4. Any other assignment by supervisor

Position Education and Skills Requirements

Education: High School or equivalent work experience

Work Experience: 1 – 2 years' work experience

Required / Preferred Skills: Dependable and prompt, work well with little supervision and able to work with others. Able to understand written material and basic math

Physical Requirements: Be able to lift 50 pounds. Be able to stand for long periods.

Limitations and Disclaimer

The above statements are intended to describe the general nature and level of work that will be performed for the described job. They are not to be construed as a complete list of responsibilities, duties, and skills required for the position. Position requirements represent the minimum level of education, work experience, skills and/or abilities required to perform the duties of the position.