



Job Posting
TEMP FT Receiving Clerk
2/16/2018

Jobs with Purpose

Eastern Carolina Vocational Center Inc. has an opening for a TEMP FT Receiving Clerk at the SERVMART BASE STORE at MARINE CORPS AIR STATION CHERRY POINT. This position is primarily responsible for verifying and keeping records on incoming shipments and performs quality checks. Prepare, document, move, and store materials. The hours for this position are M-F 7:30AM-4:00PM.

Some of the Essential Duties and Responsibilities are:

- Delivers or routes materials to departments using work devices such as a dolly.
- Records shipment data such as damages or discrepancies for reporting or recordkeeping purposes.
- Receives, processes, checks merchandise, and verify the correctness of the shipment against the purchase order.
- Unloads small boxes onto a pallet to be placed in storage or to be distributed.
- Collects or prepares measurement, weight, or identification labels; and attach them to products.
- Weighs, counts, verifies, and labels to be shipped.
- Affixes shipping labels to packed cartons.
- Operates forklift or hand truck to move shipments from the shipping/receiving platform or area to storage or retail area.
- Makes final verification of quality, quantity, and labeling or merchandise before stocking.
- Visually checks the contents of the truck for damaged material, spills, or leaks and takes photos of materials.
- Stock and clean shelves
- Help sweep floors and keep store clean
- Keep recycle toner box clean

Education and Experience:

- High School Diploma required.
- 1-2 years experience required with a minimum of 3 months working in an industrial setting is preferred.
- Valid Driver's License with no moving violations within the last 2 years
- Need to pass in-house forklift certification within the first 30 days of hire.
- Any contract security or contract non-attribution requirements must be satisfied.

For consideration, please send resumes via fax to 252-830-1260, email: mbrewer@ecvcinc.com or mail to Attention: Personnel, ECVC, 2100 N. Greene Street, Greenville NC 27834. Open till filled.

800.758.4188
252.758.4188
FAX 252.830.1260

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