



Job Description

POSITION SPECIFICS

Job Title:	Receiving Clerk/Administrative Assistant
Department:	Supply Chain - Purchasing
Reports To:	Supply Chain Manager

ROLE

Summary: The Receiving Clerk/Administrative Assistant is responsible for all receiving functions in Auburn Mechanical's ERP system as well as administrative/office tasks as assigned. This individual will perform daily entries of company receiving. Assist in managing back ordered materials and any order discrepancies with purchasing staff, field operations and vendors.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Perform data entry of company receiving into Auburn Mechanical's ERP system.
- Scan and attach all pack slip & other pertinent documentation to associated orders within the company's ERP software.
- Assist in managing back ordered materials with purchasing, field operations and vendors.
- Work directly with Accounts Payable to investigate and resolve discrepancies between receipt documentation and vendor invoices.
- Responsible for answering phones and greeting visitors.
- Sign for vendor deliveries and checks delivery content against pack slip.
- Maintain good working relationships with purchasing, field operations and vendors.
- Address and answer internal customer inquiries about pending orders and shipments.
- Communicate with the Warehouse Purchasing Manager on questions and/or issues.
- Demonstrate understanding of Auburn Mechanical's complete purchase order process and provide knowledge/assistance upon inquiry to interdepartmental personnel.
- Assist in managing purchase order status sequencing for smooth and timely flow through the ERP system.
- Close purchase orders per company criterion within the ERP system.
- Maintain a clean and organized work area.
- Other duties as assigned.

Supervisory Responsibilities

This position has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience

High school diploma or equivalent; or six months to two years of related experience and/or training; or equivalent combination of education and experience.

Computer Skills

Familiarity with basic computer operations and the Microsoft Office Suite. Familiarity with Bluebeam PDF software preferred but not required.

Certificates and Licenses

No certificates and/or licenses are required for this position.

Other Skills

Due to the nature of this position a high level of attention to detail, critical thinking and organizational skills are required.

WORKING CONDITIONS

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is primarily in an office environment and will occasionally be exposed to a warehouse environment. The noise level in both work environments is usually low to 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 frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk and hear. The employee is occasionally required to climb or balance and stoop, or kneel.. The employee must occasionally lift and/or move up to 50 pounds. The employee will frequently reach overhead and must be able to stand for up to 8 hours per day.



2621 West Valley Hwy N
 Auburn, WA 98001
 (253) 838-9780

APPLICATION FOR EMPLOYMENT

NOTE: PLEASE ASK IF YOU NEED ASSISTANCE COMPLETING THIS APPLICATION

INFORMATION			
LAST NAME:	FIRST NAME:		MIDDLE IN:
PRESENT ADDRESS:	CITY:	STATE	ZIP:
HOME PHONE:	CELL:	E-MAIL:	
POSITION APPLIED FOR?			
WAGE/SALARY DESIRED?		DATE AVAILABLE FOR WORK?	
AVAILABLE: <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Nights		APPLYING FOR: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary	
Will visa or immigration status prevent lawful employment? <input type="checkbox"/> Yes <input type="checkbox"/> No (Proof of right to work in the U.S. will be required if hired.)			
Are you 18 years or older? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, employment is subject to minimum legal age requirements.)			
Have you been convicted of a felony or released from prison within the past 10 years for an offense that may reasonably relate to the job duties of the position for which you are applying? (A conviction may not necessarily disqualify you from employment.) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate the date and nature of the offense:			
Do you have a Non-Compete, Non-Disclosure, or other agreement that might restrict your employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever previously applied to or been employed by this company? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?			
How did you learn about this position opening?			
Were you known by any other name at any job or school listed on this application? What name(s)?			
At which school(s)/employer(s) were you known by this other name?			
EDUCATION			
	Name and Location of School	Years Completed	Did you graduate?
High School			
College			
Trade, Business, or			
Graduate school			
SKILLS			
<input type="checkbox"/> Typing ___ wpm <input type="checkbox"/> Ten-key <input type="checkbox"/> Receptionist # incoming lines _____ <input type="checkbox"/> Supervision (yrs of experience) _____ Proficient at: <input type="checkbox"/> Excel <input type="checkbox"/> Word <input type="checkbox"/> Access <input type="checkbox"/> PowerPoint <input type="checkbox"/> Outlook <input type="checkbox"/> Other _____ Indicate other skills related to the position you are seeking: _____ _____			
PROFESSIONAL REFERENCES			
Please list three persons, other than relatives, who we may contact about your professional work experience.			
Name	Years Known	Relationship	Telephone Number

EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT RECORD (INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED)

Please list your employment history below beginning with the most recent employer, include U.S. military service.

If currently employed, may we contact your employer? Yes No

Employer _____ Type of business _____ Telephone () _____
City _____ State _____ Fax: () _____
Job Title _____ Supervisor _____ Telephone () _____
Dates Employed: From _____ To _____ Reason for leaving _____ Wage/Salary _____
Duties _____

Employer _____ Type of business _____ Telephone () _____
City _____ State _____ Fax: () _____
Job Title _____ Supervisor _____ Telephone () _____
Dates Employed: From _____ To _____ Reason for leaving _____ Wage/Salary _____
Duties _____

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Duties _____

Employer _____ Type of business _____ Telephone () _____
City _____ State _____ Fax: () _____
Job Title _____ Supervisor _____ Telephone () _____
Dates Employed: From _____ To _____ Reason for leaving _____ Wage/Salary _____
Duties _____

I certify that the information given by me is true and complete to the best of my knowledge. I understand that if I am employed, the discovery that I gave false information during the application process may result in immediate dismissal.

I authorize the Company to which I am providing this application (Auburn Mechanical) to investigate all statements contained in this application and to request information about me from previous employers, educational institutions, and references. I expressly authorize my previous employers to provide information and opinions concerning my work and work habits. Further, I release all parties (including Auburn Mechanical) and persons connected with any requests for information from all claims, liabilities, and damages for whatever reason, arising out of furnishing any information. If employed, I release Auburn Mechanical from any liability for future references it may provide regarding my work history with Auburn Mechanical.

Due to the large number of applications that Auburn Mechanical receives, I understand Auburn Mechanical cannot guarantee that my application will be considered for any or all open positions they or Auburn Mechanical may have or that my application will be considered for any specific time.

In the event of employment, I understand that I am required to abide by all current and subsequently issued rules and regulations of Auburn Mechanical and that my employment and compensation may be terminated, at any time, with or without notice, by either party.

Signature of Applicant

Date

Place Cover Letter Here

The background of the image shows a construction site in the foreground with a red safety net and various pipes and structures. In the background, a city skyline with several tall buildings is visible under a cloudy sky.

**ACROBAT: Submit
Combined Application**

**IN BROWSER: Save this PDF and
email to HR@auburnmechanical.com**