



**Job Code:** 9427

**Grade:** 14

**HCWR:** N

**Job Title**

Receiving and Distribution Clerk

**Department**

Materials Management

This position is exempt from Career Service under the CCH Personnel Rules.

**Job Summary**

Under supervision, the Receiving and Distribution Clerk is responsible for unloading shipments and coordinates services for Cook County Health (CCH). Receives shipments of inventory consisting of various materials, supplies and equipment. Validates the inventory and distributes inventory to the destination departments after reviewing and recording purchase orders (PO) through following standardized procedures. Enters transaction receipts in Enterprise Resources Planning (ERP) system while maintaining accurate records of all receipts, shipments, deliveries, and other logs. Coordinates the pick-up of outbound inventory including returns, when necessary.

**Typical Duties**

- Receives and unloads shipments from small parcel carriers, less-than-load (LTL), and courier drivers.
- Pulls packing list to inspect and validate shipments for accuracy and damage. Identifies and reports shortages.
- Enters transactions receipts in ERP systems. Prints inventory list for distribution.
- Distributes inventory to departments on a routine scheduled basis. Obtains signature of delivered items from each department.
- Maintains a clean and safe workspace following established 5S principles and guidelines
- Coordinates the pickup of all outbound materials and returns.
- Maintains a variety of log sheets to record deliveries to departments and assets equipment tags.
- Maintains professionalism and provide exceptional customer service to internal partners, external service providers, and vendors.
- Researches and troubleshoots PO information in ERP system, makes calls to vendors and works with Purchasing Department.
- Performs miscellaneous duties pertinent to general upkeep of the storage area, inventory records and allocation, etc.

**Minimum Qualifications**

- High School Diploma or GED equivalent
- Two (2) years of experience with inventory, receiving, and distribution
- Prior experience with warehouse management systems, i.e., Lawson, Oracle ERP
- Basic computer skills
- Must be able to lift 40lbs without assistance

**Preferred Qualifications**

- NA



**Knowledge, Skills, Abilities and Other Characteristics**

- Excellent interpersonal, verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Strong attention to detail, accuracy, and precision to support
- Ability to accurately use basic math skills (i.e., counting, addition, subtraction)
- Ability to accurately read labels, tickets, and other product

**Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.**

**For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.**