

TITLE: Inspector/Receiver

DEPARTMENT: Manufacturing

REPORTS TO: Production Supervisor

BENEFITS: Medical, dental, vision, life insurance, short and long term disability insurance, paid time off package, 401k with company contribution, FSA or HSA options, educational assistance, dependent scholarship program, onsite fitness center, and much more!

General Responsibilities:

The Inspector/Receiver responsible for the physical receipt of product, general inspection (piece count, basic dimensional inspection) processing ERP transactions, putting away material and assisting with Lean implementation and cycle counting as time permits.

Specific Duties:

- Use overhead cranes and fork trucks to unload trucks as appropriate for the application
- Perform piece counts of incoming items to verify quantity received
- Match all packing slips with purchase orders, notify purchasing department of any discrepancies
- Perform basic dimensional inspection of parts
- Complete Syteline receiving transactions during same day as product is received
- Place all materials in assigned locations as soon as they are received
- Ask for help when needed and exercise proper safety procedure at all times
- Perform tasks assigned by supervisors

Job Qualifications:

- High school diploma or equivalent required
- Basic computer knowledge/experience
- Wear all safety equipment as required
- Lift and push materials in excess of 50 pounds around the factory
- Must be able to communicate with factory supervision effectively

To apply for this position, please complete an [employment application](#) and send to careers@gorbel.com.

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