



TWEET/GAROT MECHANICAL, INC.

RECEIVING CLERK

Position Summary:

This role will be responsible for all distribution and communication of incoming material. This role will be responsible for providing storage optimization of all incoming material. A successful candidate will have a strong work ethic, high motivation, and a high level of attention to detail.

This role will also be responsible for developing improvement ideas to increase speed and accuracy of work while maintaining all safety regulations.

Essential Duties and Responsibilities:

- Demonstrate company values and culture.
- Comparing purchase orders with invoices and packaging lists.
- Inspecting deliveries to ensure they match order and invoice criteria.
- Receiving and signing for deliveries accurately and efficiently.
- Processing returns for incorrect or unsatisfactory items.
- Organizing and storing received material in appropriate locations.
- Communicating with vendors regarding delays or problems.
- Work with internal employees on everyday basis to provide outstanding customer service.
- Handle all necessary paperwork upon shipment receipt and internal notifications.
- Unload a variety of truckload equipment properly with the correct equipment, safely, and efficiently for incoming shipments.
- Keep records and help with inventory control and maintain records of orders, delivery details, etc.
- Work cross-functionally with entire Pit Crew Department.
- Provide strong communication and receipt notifications for shop and field employees.
- Performs other related duties as assigned.

Skills/Qualifications (Competencies):

- High school diploma/GED.
- 3+ years of shipping, receiving, or warehouse operations experience.
- Good communication and organizational skills.
- Good understanding of warehouse safety regulations
- Physical dexterity and experience operating forklifts.
- Computer skills and knowledge of data entry and inventory software programs.
- Basic math skills.

About Tweet/Garot

Tweet/Garot Mechanical, Inc. is a mechanical contracting company with offices in De Pere and Wisconsin Rapids, Wisconsin. Tweet/Garot has been in business since 1897. Our business involves the design, engineering, fabrication and installation of plumbing, heating, air conditioning systems, and process and boiler piping, as well as building automation services. We also design, manufacture, and install food processing equipment. We service what we install by providing our customers with a full range of HVAC and plumbing service and maintenance.

Our Culture

We know our success is our people! We want you to love what you do, at Tweet/Garot our employees matter. Joining our team is your opportunity to be your personal best.

Excellent benefits

We offer employees meaningful benefits including health insurance plans, 401(k), company-sponsored life insurance, a generous paid-time-off package, on-the-job training, and opportunities to grow and develop.

TWEET/GAROT MECHANICAL, INC. IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER