



American Cartage & Distribution

250 Moonachie Avenue
"Headquarters Office"
Moonachie NJ 07074
201-478-4600
201-478-4601 Fax

Warehouse Locations:

Central 3PL operations:
650 Bellville Turnpike
Kearny, NJ 07032
201-941-4990

17300 Slover Ave. (4PL)
Fontana, CA 92337

3801 Centerpoint Way (4PL)
Joliet, IL 60436

American Cartage and Distribution, LLC

Receiving Clerk – Job Description

Full Time: Monday to Friday 9:00 to 5:30pm (subject to change)
Company: ACD (American Cartage & Distribution)
Reports to: Simon List (Warehouse Manager)

Job Description:

Our company is seeking a Receiving Clerk who can assist in unloading delivery trucks and compare received products to packing lists to ensure that deliveries are complete. The Receiving Clerk will be responsible for tracking deliveries and troubleshooting order issues with suppliers. The successful candidate will also facilitate the return of damaged products to vendors, and work with our purchasing department to update and negotiate vendor contracts.

Job Responsibilities:

- Receive products from vendor deliveries and unload trucks at the loading docks
- Compare packing lists to company purchase orders and ensure that the products in each delivery match the packing list
- Collaborate with our marketing department to develop a schedule for assembling and displaying manufacturer marketing pieces on the sales floor
- Update the product inventory as products are received and added to our inventory
- Package products for return to vendors and fill out any RMA paperwork necessary prior to the shipment being picked up
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Skills/ Experiences Needed:

- Actively support team concepts and effectively communicate with team members.
- Accurately follow directions, both written and verbal.
- Fluent verbal and written communication in English.
- The ability to do basic math, such as adding and subtracting.
- Attention to detail.
- Organizational skills (must be able to keep track of inventory and keep work area clean)
- Knowledge and ability to identify different clothing items.
- Ability to work in a team environment.
- Knowledge of warehouse operating procedures and protocol.
- Remain flexible to work overtime, as scheduled.

Please note: The above is intended to describe the general content of and requirement for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.