



## **Receiving Clerk**

Singer Vehicle Design – Sun Valley

### **About Us:**

Since 2009, boutique restoration house, Singer Vehicle Design, based in Sun Valley, California, has been sharing its obsession to celebrate the Porsche 911 – and with more than 100 commissions globally delivered to date, that obsession has been mastered through the craftsmanship of its artisan team and the ability to envision its clients' desires to reimagine the ultimate bespoke air-cooled 911. Through the highest levels of creativity, performance, engineering and technology – and now, partnerships with iconic and globally recognized organizations like Williams Advanced Engineering -- Singer has become THE symbol of why “everything is important.”

This full-time position, located in our Sun Valley office, includes competitive salary and benefits.

### **JOB TITLE: Receiving Clerk**

Singer Vehicle Design is looking for a Receiving Clerk for our California based business. As a Receiving Clerk, you will be responsible for maintaining inventory controls, material handling, receiving and putting away parts, and picking parts in time for production needs. The goal is to ensure the smooth, damage-free, and timely material flow to support our operations.

### **Core Responsibilities:**

- Receiving inventory into MRP, and conducting paper and visual inspections
- Create/print routing labels and other required identifiers for the receipt of material/packages
- Manage inventory levels within MRP, and transactions for inventory moves
- File and maintain records of incoming paperwork
- Responsible for system integrity in regards to all receipts
- Maintain strict material handling practices in accordance with good practice and procedures
- Verify all material received for conformity with accompanying paperwork, checking for damage, correct part numbers and quantity as required
- Interface with carriers, internal customers, purchasing and other related departments to resolve problems relative to receipt and distribution of material. Processes hold packages within one week



- Follows relevant processes and procedures
- Other duties as required and assigned
- Ability to lift 25-30 lbs
- Lifting, standing, climbing, bending, grasping, sitting, pulling, pushing, stooping, stretching, and carrying are generally required to perform the functions of this position

**Required Qualifications:**

- High School Diploma or GED
- Proficient using Microsoft Products (Outlook, Excel, Word, Power Point, Access)
- Knowledge of MRP/ERP systems
- Team oriented, strong ability to multi-task and work in a fast-paced environment and to multiple deadlines
- Strong organizational skills with the ability to prioritize effectively and efficiently

**Preferred Qualifications:**

- Knowledge working in Fishbowl or similar MRP systems
- Experience in receiving or shipping
- Prior experience in rapid growth environment

**IMPORTANT NOTICE:**

*This position is not limited to those duties in the job description. Duties and responsibilities can be changed, expanded, reduced, or deleted to meet the business needs of Singer Vehicle Design. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*AAP/EEO Statement: Singer Vehicle Design (SVD) values a diverse workforce and as an Equal Opportunity Employer, SVD does not discriminate on the basis of race, creed, color, national origin, gender, religion, age, sexual orientation, disability, marital status, veteran status, or any other status legally protected by Federal, State, or Local law. SVD assures you that your opportunity with this Company depends solely on your qualifications and other job-related factors.*

**Salary:** *Competitive salary for role and geography, and contingent on experience.*

**Benefits Package:**

*Singer Vehicle Design Benefits Package consists of Medical, Dental, Vision, and Life Insurance, 401K, AFLAC, Paid Time-Off (PTO), and nine company-paid holidays.*