



Job Description

Title: Plant Receiving Associate

Onsite Location: [6175 Riverside Dr. SW, Atlanta, GA 30331](#)

Reports to: Purchasing/Receiving Supervisor

Summary:

Sto Corp. (Sto), a global innovation leader of building enclosure systems and high-performance facade coatings, is seeking a **Plant Receiving Associate**. The Plant Receiving Associate is responsible for processing transactions in the Receiving Department. The primary responsibility is to operate a forklift, handling pallets of production materials and loading transfer trucks for shipment to our offsite warehouse. Responsibilities include the unloading of raw material freight trucks and maintaining a clean and organized work area. This position may also do cycle counts and unload bulk raw material trucks.

Essential Duties & Responsibilities (includes, but not limited to):

- Safe operation of a forklift to unload production lines of palletized materials, also load transfer trucks, ensuring no disruption to production activities.
- Safely load trucks per procedures and accurately document shipments on BOL's.
- Receive inventoried and non-inventoried materials according to plant work instructions.
- Maintain the Shipping & Receiving warehouse, loading docks, and outside storage areas in a clean, safe and organized fashion, at all times.
- Contact waste services when needed to schedule pickups and accurately provide manifests with shipments.
- Comply with all occupational safety and health practices and policies.
- Comply with Quality System procedures.
- Coordinate pickup of scrap material (pallets, plastic, totes, etc.) and waste dumpsters.
- Perform other duties as assigned.

Knowledge/Skills/Abilities:

- High school diploma or GED required.
- 1-3 years of experience in a manufacturing environment in one or more of the following areas: shipping, receiving, traffic or shipping/receiving clerical.
- Forklift operation (sit down and high lifts) experience required. Forklift certification is preferred.



- Knowledge of standard shipping and receiving procedures.
- Familiar with OSHA & EPA practices and policies.
- Understand, practice, and enforce safe work practices.
- Able to communicate effectively both orally and in writing.
- Basic math skills required along with the ability to write legibly.
- Attention to detail.
- Strong organizational skills.
- Self-motivated individual - willing to take the initiative.
- Must be flexible to work any shift and overtime as business requires.

Physical Demands:

The characteristics listed below are representative of the physical demands required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Long periods of the day on a forklift
- While performing the duties of this job, the employee is occasionally required to stand; walk; stoop, kneel, crouch or crawl; use hands to finger, handle, or feel objects, tools, or controls; talk and/or hear.
- The employee must occasionally lift and/or move up to 70 pounds and sometimes handle up to 100 pounds with assistance.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

- Position is located primarily in a manufacturing and warehousing environment. The environment is subject to seasonality and changes in the weather.
- Regular travel outdoors is also required on a forklift to collect or put away supplies in our outdoor storage area.
- Requires the use of safety equipment as dictated by the work area such as, but not limited to, safety glasses and shoes, gloves, aprons.
- Regularly exposed to moving mechanical parts, airborne particles and fumes.

To Apply:

Submit your resume and cover letter to Jobs@StoCorp.com. Job ID: RA-Plant