

Job Description

Job Title: Shipping/Receiving Clerk
Reports To: Shipping/Receiving Lead
FLSA Status: Non-Exempt
Department:

Summary:

Responsible for routing all foreign and national shipments according to written and/or verbal instructions, established by company procedures, safety and quality policies and procedures.

Job Duties and Responsibilities:

1. Receives and inspects incoming shipments for discrepancies and damages and reports problems promptly to the appropriate person.
2. Prepares items accurately for shipment according to customer orders/instructions by retrieving from the warehouse, packaging, weighing on a scale and documenting correct shipment details.
3. Stores materials and supplies within the warehouse according to part number and/or description by safely performing physical tasks such as lifting, carrying and stacking by hand or safely using material handling equipment.
4. Signs for incoming deliveries, loads and unloads delivery trailers/trucks by hand or with material handling equipment as needed.
5. Maintains accurate shipping log and documentation.
6. Set up all courier services or trucking companies depending on production schedule to ship and deliver product to meet customer expectations
7. Trace, research, and resolve all misrouting, shipping problems and questions.
8. Accurately count inventory and supplies, submitting purchase requests as needed.
9. Reports shipping and receiving details to the appropriate department on a regular and timely basis.
10. Daily, refer to production report and verify all orders due that day have been shipped, delivered, and picked up. Notify discrepancies to production manager.
11. Maintains the warehouse and receiving area in a safe and orderly manner.
12. Performs other related duties as assigned.

Skills:

Oral Communication Skills
Written Communication Skills
Math Aptitude
Organization

Reading Comprehension
Time Management
Computer Literacy
Ability to operate a forklift and pallet jack

**Physical Requirements:**

The Shipping and Receiving Clerk may exert over 50 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects. Will work in an environment with moving mechanical parts and occasional loud noises. This position must be able to stand for 8 hours a day and will frequently move about the workspace. Must be able to communicate with others. Requires the ability to inspect details and detect deficiencies. Requires the ability to make precisely coordinated movements of the fingers of one or both hands to grasp and manipulate objects. Reasonable accommodations can be made if necessary.

Education/Experience:

High School Diploma or Equivalent. Prior shipping/receiving experience helpful.