



Job Description: Shipping/Receiving Clerk

Summary/Objective:

The Shipping/Receiving Clerk is responsible for incoming and outgoing materials and prepares items for internal and/or external customers so that can arrive safely and accurately at the destination to support the achievement of the site's business goals and objectives. Contributes to team effort by accomplishing related results as needed.

Principal Activities

- Prepare shipping documents and schedule freight pick-ups as required.
- Route freight to provide the most economical transport of goods and to meet customer or other requirements.
- Request freight quotes as necessary from established freight vendors.
- Prepare products, spare parts, return parts, and other items for shipment following established procedures for packaging, crating, boxing, bundling, wrapping, strapping, and labeling.
- Inspect freight upon arrival, document any signs of damage, and resolve freight claims in a timely manner.
- Verify receipt of purchased goods from suppliers, locate product, process paperwork, and complete all necessary transactions according to established procedures.
- Pick parts and products from appropriate inventory locations in specified quantities as necessary to fill orders by following established procedures.
- Visually monitor inventory levels and communicate low levels to buyers, schedulers, and others, as necessary.
- Cycle count inventory according to established guidelines and assist with developing actions to correct inventory problems.
- Complete inventory transactions to receive and issue inventory as required.
- Operate lift trucks, pallet jacks, and other equipment to move parts to proper locations and load and unload freight trucks, as necessary.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands and fingers, to handle, or feel and reach with hands and arms. The employee is occasionally required to sit and talk or listen. The employee must regularly lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Knowledge Skills & Abilities

- Must be able to obtain an in-house forklift certification, including use of stand-up forklift.
- Ability to calculate figures and amounts, such as, proportions, percentages, area, circumference, and volume.

- Ability to read and interpret documents, procedures, and instructions satisfactorily to successfully perform assigned duties in a safe manner.
- Ability to manage competing priorities.

Education & Experience

- High School diploma or general education degree (GED).
- Minimum of 8-10 years of related logistics, material handling experience and/or training required.
- Knowledge of trade compliance laws/regulations & terms strongly preferred.

Eligible to Qualify for Benefits

Schedule:

- Varies from 40 hours/week to 84 hours/week