

Shipping Clerk

TOOLS/EQUIPMENT/MATERIALS USED: Utility knife, stretch wrap, tape gun, tow motor, pallet trucks, Styrofoam, and all types of packaging material.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Shipment to customers: Ability to write up paperwork, bills of lading, declaration forms and file corresponding paperwork. Ensure on time shipments, accurate counts and paperwork. Ability to satisfy all customer requirements for Domestic and International.
- Receipt and delivery of customer returns, production, expense and miscellaneous materials, processing of computer transactions such as transfers, production receipts, manufacturing completions and filing of corresponding paperwork.
- Tracing, expediting, and issuance of call tags of shipments and potential receipts to verify delivery as needed, or schedule return if necessary.
- Packaging, storage, and handling of production, expense and customer material to include using wrapping machine and material handling equipment such as forklift, pallet trucks, and hand trucks, in addition with ensuring that all equipment is maintained.
- Daily preparation and processing of cycle counts, in addition to researching reasons for variances.
- Processing of freight claims with carriers or insurance agency whenever damage or loss occurs
- Ordering of packaging supplies as needed
- Flexibility and ability to assist in other areas of company as needed (i.e.. production)
- Maintain work area neat and safe.

EDUCATION AND EXPERIENCE:

- High School Diploma or G.E.D.

JOB KNOWLEDGE, SKILLS AND ABILITIES:

- Good organizational skills.
- Good counting skills.
- Excellent communication skills.
- Must be able to operate a tow motor or stand up lift truck
- Computer knowledge.

WORK ENVIRONMENT:

- Warehouse/manufacture environment. Climate controlled facility.

PHYSICAL DEMANDS:

- Ability to lift up to 40 pounds

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.