

SHIPPING CLERK

Job Description

Hours: **Monday – Friday; 8:00am – 5:00pm / plus daily overtime should workloads require; Plus, every other Saturday from 8:00am – 1:30pm**

Status: Fulltime / Hourly

Reports To: VP of Operations and Warehouse Manager

Purpose:

Responsible for the bagging, tagging, loading, unloading, shipping, receiving, storing, moving, and handling of materials and parts.

Ideal Candidate:

Has Shipping experience and is able to use a Stand-Up Order Picker in a racking system warehouse. Is safety conscious; has a Can-Do attitude/Team-Player mentality; and has good listening and time management skills.

Requirements:

- High School Diploma or equivalent
- Can communicate well in English (read/write/speak)
- Minimum of 3 years Shipping warehouse experience
- Able to operate any of the following industrial equipment: Stand-Up Order Picker and Sit-Down Forklift
- Has experience with Federal Express and UPS WorldShip software; and USPS and LTL trucking shipments
- Can lift heavy objects by hand
- Able to lift/carry/push/pull at least 50 lbs.
- Strength and Stamina to routinely pick up and move heavy objects
- Good listening and follow through skills; is able to follow oral instructions
- Computer literate: comfortable typing, emailing and printing
- Able to work daily overtime if needed
- Regular attendance and punctuality are required

Responsibilities:

- Operates industrial equipment such as Order Picker and Sit-Down Forklift, or other device to assist in loading or moving materials and products
- Identifies, transports, picks, packs and removes parts and materials
- Loads and unloads materials onto or from vehicles, pallets, trays, racks, and shelves by hand
- Moves materials to or from storage to designated areas
- Assembles crates, cartons and boxes to contain parts/products
- Expected to ship an average of 80-100 packages a day
- May operate Sealed-Air foam packaging machine
- May also assist with inventory control and cycle counts
- Follows safety guidelines regarding industrial truck safety and the moving and disposing of materials as regulated by law
- Supports and follows warehouse safety procedures and regulations
- Keeps work area clean
- Other warehouse duties as assigned