

Shipping & Receiving Clerk - Position Description

Job Title:	Shipping & Receiving Clerk
Department:	Shipping & Receiving
Reports to:	Shipping & Receiving Supervisor
FLSA Status:	Non-Exempt
Prepared by:	Human Resources
Rev Date:	Rev 1/26/2021

Job Summary:

Verifies and keeps records on incoming and outgoing shipments and prepares items for shipment by performing the following duties.

Supervisory Responsibilities:

- None

Duties/Responsibilities:

- Compares identifying information and counts, weighs, or measures items of incoming and outgoing shipments to verify information against bills of lading, invoices, orders, or other records.
- Determines method of shipment.
- Affixes shipping labels on packed cartons or stencils identifying shipping information on cartons.
- Assembles wooden or cardboard containers or selects preassembled containers.
- Inserts items into containers.
- Nails covers on wooden crates and binds containers with metal tape.
- Stamps, stencils, or glues identifying information and shipping instructions onto crates or containers.
- Posts weights and shipping charges, and affixes postage.
- Unpacks and examines incoming shipments, rejects damaged items, records shortages, and corresponds with shipper to rectify damages and shortages.
- Routes items to departments.
- Examines outgoing shipments to ensure shipments meet specifications.
- Maintains inventory of shipping materials and supplies.
- Operates forklift to move, convey, or hoist shipments from shipping and receiving platform to storage or work area.
- Operates heavy machinery to move trailers ready for shipment.

Competencies:

- Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.
- Cooperation - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.
- Customer Service - Responds promptly to customer needs; responds to requests for service and assistance.
- Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; takes responsibility for own actions.
- Planning/Organizing - Prioritizes and plans work activities; uses time efficiently.

- Quality - Demonstrates accuracy and thoroughness.
- Quantity - Meets productivity standards; completes work in timely manner; strives to increase productivity; works quickly.
- Safety and Security - Uses equipment and materials properly.

Required Skills/Abilities:

- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Regularly exposed to moving mechanical parts.
- Noise level in the work environment is usually moderate. The work area is not air conditioned and the temperature will fluctuate with the seasons.
- Experience in a manufacturing environment operating heavy machinery or willingness to learn.

Education and Experience:

- High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift and/or move up to 50 pounds at times.
- Occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to adjust focus.
- Ability to work on feet for a 10-hour shift.
- Frequently required to walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear.

*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.

Benefits:

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| • Full time hourly position | • Life insurance | • Supplemental insurance |
| • 40-50 hours per week | • Flex spending plan | • Simple IRA retirement plan |
| • Paid time off | • Dental insurance | • Short and long-term disability |
| • Health insurance | • Vision insurance | |