

## JOB DESCRIPTION

**Job Title:** Shipping & Receiving Clerk  
**Department:** Warehouse  
**Reports To:** Warehouse Supervisor  
**FLSA Class:** Non-Exempt  
**Pay Type:** Hourly

I have received my job description and understand that I will be evaluated on the requirements set forth therein.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## SUMMARY

Under minimal supervision, performs all duties related to the receiving and shipment of product

**ESSENTIAL DUTIES AND RESPONSIBILITIES** (include the following, however, other duties may apply.)

- Responsible for the accurate input and record keeping of all shipped and received product and documentation
- Create and verify all shipping and receiving documents as required i.e. packing lists, bill of lading, commercial invoice, labels, etc.
- Identify special customer required shipping documentation, print and attach to standard shipping documents
- Determine proper freight carriers based on customer requirements
- Communicate with and schedule freight carriers for shipment pickup
- Scan all receiving and shipping documents and electronically attach to appropriate system locations per document management system
- Schedule outbound shipments with Less than Truck Load (LTL) and contract haulers as needed
- Communicate with other internal departments on shipping/receiving issues
- Verify inventory computations by comparing them to physical counts of stock, and investigate discrepancies
- Ensure all Foreign Trade Zone security and procedures are followed and enforced
- Update customer portals with necessary information as required
- Assist Warehouse Supervisor in identifying, investigating and elimination of waste and non-value added activities
- Communicate with Supervisor on any items/issues needing immediate attention
- Work independently, as a team member in daily warehouse operation functions and promote a team environment

## SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities

## **QUALIFICATIONS**

- To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily
- Communicate honestly, professionally and respectfully with others and demonstrate effective listening skills
- Knowledge of Warehouse Management Systems
- Strong leadership, interpersonal, time management, organizational and communication skills. Strong attention to detail and concern of importance
- Proficiency in operation of material handling equipment, i.e. forklift
- Proficient computer skills – data entry, bar code scanning, and Microsoft Office

## **EDUCATION and/or EXPERIENCE**

- Two years related experience and /or training or an equivalent combination of education and experience.
- High school diploma or GED required

## **LANGUAGE SKILLS**

Effectively communicate and understand job instructions both verbally and written in the English language. Should possess the ability to effectively interpret and translate instructions to other employees in a professional and respectful manner.

## **MATHEMATICAL SKILLS**

Possess the ability to perform basic mathematical computations, and apply concepts such as fractions and percentages to practical situations.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts and draw valid conclusions.

## **PHYSICAL DEMANDS**

Ability to move or transfer products with a fork truck, pallet jack or by hand. Ability to lift 50 lbs. when required. While performing the duties of the job, the employee is regularly required to stand, walk and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus. Ability to tolerate possible extreme outdoor temperatures and/or elements such as wind, dirt, snow, or rain.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.