



Shipping & Receiving Clerk

Position Summary: This position is responsible to ensure all products are shipped out in a timely manner as well as making sure parts are received in and put in the correct locations.

Responsibilities:

Receiving Duties:

- Sorting, labeling, and delivering material to the correct location
- Labeling and processing
- Receive incoming deliveries of purchased goods.
- Unload shipments as needed
- Receive and process items into ERP system.
- Organize items on pallet racking
- Verifying the correct material is received from the suppliers at the correct quantity and price

Shipping Duties:

- Delivery of Pallets to appropriate production floor locations
- Routing outbound freight to assure delivery as required
- Maintaining shipping logs and filing shipping records
- Processing loss freight or shipping damage claims
- Overseeing loading of delivery trucks
- Delivering shipments when required
- Collect finished goods from production to prepare for shipment
- Sort, and secure outgoing finished goods to pallets/crates, etc.
- Process shipment paperwork in MRP system
- Utilize multiple internet/web portals/applications to arrange freight and comply with customer requirements.

Education/Training:

- High School diploma or equivalent required

Knowledge/Skills/Abilities:

- Ability to lift 50lbs on a regular basis
- Prior experience in a shipping/receiving capacity required
- Driver's license with clean driving record
- Cargo Truck driving experience (CDL preferred)
- Prior forklift experience required; certification preferred
- Accuracy and adherence to high standards

- Ability to concentrate on details
- MS Office products
- Understanding of ERP (Syteline preferred)
- Good time management skills
- The ability to prioritize daily tasks
- The ability to be flexible and change from one task to another quickly
- Manage shipping supply inventory
- Must be safety minded

Travel Requirements:

- Local Travel required

Physical Requirements:

- This position is a physically demanding role; may be required to lift 100lbs and occasionally up to 150 lbs. may be required. Physical requirements include but not limited to standing, twisting, bending, and lifting multiple times daily.

Materials and Equipment Utilized:

- Cargo Truck (CDL preferred)
- Forklift, pallet jack
- Computer, printers, labelers
- Safety glasses and other PPE as required

Working Environment:

- 95% Manufacturing
- 5% Local Travel