



Position: Shipping & Receiving Clerk

Time/Days: 8:00 am – 5:00 pm, Monday through Friday

Status: Full-time with Benefits

SUMMARY

The Shipping and Receiving Clerk is responsible for verifying and maintaining records/documentation on incoming and outgoing shipments using quality standards.

JOB DESCRIPTION

- Responsible for the assurance for quality and food safety of the product.
- Unpack, examine and route incoming shipments; rejects damaged items; records shortages; corresponds with shipper to rectify damages and shortages.
- Maintains inventory of shipping materials and supplies.
- Performs all computer functions necessary to track various aspects of deliveries and shipments.
- Determines method of shipment, utilizing knowledge of shipping procedures, routes, and rates.
- Assist in loading and unloading packages from delivery vehicles, trailers, pallets, etc.
- Reports defective materials or questionable conditions of packages to the department supervisor.
- Responsible for keeping an adequate supply of shipping materials on hand at all times.
- Maintains the work area and equipment in a clean and orderly condition and follows prescribed safety regulations.
- Creates shipping labels and handles shipping information.
- Performs administrative duties such as answering phones, updating records, and providing excellent customer service.
- Keeps organized shipping records, including statements of origin, shipping costs, products shipped, and receipt dates.
- Coordinate with carriers for pick up and deliveries
- Willingness to learn how to operate a forklift and hand trolley.
- Move, transfer materials to proper departments or areas.
- Contact vendors/suppliers, as needed.
- Other duties as assigned.

QUALIFICATIONS/REQUIREMENTS

- Have a minimum of two years of relevant experience
- A valid driver's license and good driving record
- Have a high school diploma or GED
- Possess excellent organizational skills
- Speak and write fluent English
- Be accurate and consistent in performing duties



- Have basic computer and math skills

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to

- Talk and hear
- Stand, walk, bend, kneel, stoop, crouch, crawl, and climb all day
- Frequently lift and/or move items over 50 pounds
- Long periods of standing and walking
- Use hands to finger, handle or feel objects, tools, or controls
- Able to physically navigate around the plant/production area, including repetitive climbing of stairs and elevated walkways
- Frequent exposure to fluctuating temperatures indoors and outdoors

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