



BARN LIGHT

ELECTRIC COMPANY®

Job Title: Shipping Clerk
Department: Shipping
Reports to: Manufacturing Supervisor

Supervisory Responsibility: No
FLSA Status: Non-Exempt
Physical Demands: Level III

Job Summary: Responsible to prepare shipments for postal or commercial transport. Compare identifying information and count, weigh, or measure items of incoming and outgoing shipments to verify against bills of lading, invoices, orders, or other records.

Essential Duties and Responsibilities:

- Prepare bills of lading; check items to be shipped against work orders to determine that quantities, destination, and routing are correct
- Determine method of shipment, utilizing knowledge of shipping procedures, routes, and rates
- Select appropriate shipping container; pack items to ensure safe delivery
- Receive and unload incoming materials and supplies; compare information on packing slip with purchase order to verify accuracy of shipment
- Load UPS trailers several times daily and load outbound Freight orders when necessary
- May process return shipments from customers periodically
- Maintain clean and organized warehouse
- Work in accordance with all safety procedures and policies, and wear all PPE as needed
- Assist other manufacturing departments as directed by Management when necessary
- Adhere to all company policies, procedures and business ethics codes
- Maintain regular and prompt attendance
- Perform other duties as assigned

Required Skills

- Proficient in Microsoft Word, Excel, and Outlook
- Ability to work in a fast-paced environment with attention to detail
- Strong communication skills, verbal and written
- Flexibility to meet shipping demands

Preferred Skills

- 1-2 years of manufacturing or shipping/receiving experience
- Knowledge of UPS WorldShip and Bill of Lading forms

Educational/Certification/License Requirements

- High School Diploma or Equivalent

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.