



## Shipping Clerk

**Job Summary:** Responsible for properly packaging and shipping orders to customers in a timely manner.

### Essential Duties and Responsibilities:

- Prepares shipments for postal or commercial conveyance; determines most economical and efficient shipping method; selects appropriate shipping container; packs items to ensure safe delivery
- Prepares bills of lading; checks items to be shipped against work orders to ascertain that quantities, destination, and routing are correct
- Receives and unloads incoming materials and compares information on packing slip with purchase order to verify accuracy of shipment; may process return shipments from customers
- Sorts, counts, packages, labels, insure, unpack, and/or logs inventory which is shipped or received
- Load UPS trailers several times daily
- Maintain clean and organized warehouse
- Load outbound Freight orders when necessary
- Adheres to all company policies, procedures and business ethics codes
- Maintain regular and prompt attendance
- Perform other duties as assigned

### Required Skills:

- High attention to detail
- Self-starter, work independently and with a team
- Strong written and verbal communication skills
- Data entry capability
- Work well in fast paced environment
- Availability to be flexible with work schedule to meet possible high shipping demands

### Preferred Skills:

- Knowledge of UPS Worldship and Bill of Lading forms
- 1-2 years of shipping/receiving experience

### Education/Certification/Licence Requirements:

- High School diploma or equivalent