



**Job Title:** Shipping/Receiving Clerk

**Department:** Operations

**Reports To:** Shipping Manager

### **SUMMARY**

Safely loads and unloads various types of trucks and ocean containers using forklifts, pallet jacks or hand labor. Completes documents such as warehouse receipts and bills of lading. Assists the packing teams moving equipment and materials. Keeps an organized and clean warehouse environment.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Major duties as follows; Other duties as assigned

Safely operate forklifts of various types and capacities

Load and unload open deck, closed van trucks and ocean containers with crates, skids, machinery and other materials

Using hand tools removes dunnage from ocean containers prior to unloading

Verify and sign bills of lading; Completes warehouse receipts; Tags all received freight for inventory control

Verify purchase orders against receiving for all materials purchases

Move warehouse materials and supplies to production areas as required

Assist packing teams moving equipment, crates, etc. as required

Maintain warehouse security by following all processes and procedures for warehouse access

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION and/or EXPERIENCE**

High school diploma or equivalent. Two years powered industrial truck experience.

## **LICENSING**

Ability to obtain a forklift operator license at time of hire

## **LANGUAGE SKILLS**

Ability to speak, read and write in English.

## **MATHEMATICAL SKILLS**

Ability to perform simple addition, subtraction, multiplication and division.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is required to sit while operating forklifts. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts and fumes or airborne particles. The employee can be exposed to wet and/or humid conditions; outside weather conditions; The noise level in the work environment is usually loud. The warehouse is a heated but un-cooled environment.