



## Job Description

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Job Title: <b>Shipping &amp; Receiving Clerk</b>	Reports to: <b>Warehouse/Shipping Supervisor</b>
Supervises Others: <b>No</b>	Employment Classification: <b>Hourly Non-Exempt</b>

**Overview:**

Verify & keep records on incoming & outgoing shipments; prepare items for shipment. Unpack & examine incoming shipments. Operate motorized lift trucks and/or pallet jacks to move, lift, or reposition merchandise; Load/unload delivery vehicle. Balance primary job duties with other assigned jobs as directed by management, moving to available work as needed.

**Responsibilities:**

**General**  
Safety- for self & others  
Quality- meet or exceed customer expectations  
Productivity- work efficiently & effectively  
Environmental- abide by all regulatory requirements and promote environmentally sound practices.  
Housekeeping- maintain clean and orderly work area.

**Specific**  
Maintain inventory of shipping materials and supplies. Transport materials to storage locations; compare & identify counts, weights, etc. with information on bill of lading. Affix labels on to all necessary locations for proper package ID. Adequately package out going materials.

**Qualifications:**

Must be physically capable of lifting/handling 50 # on a frequent basis; kneeling, crouching, stooping, twisting & bending required.  
Fork lift certification required.

**Skills:**

Need to read & interpret blueprints.  
Must be able to apply common sense when carrying out instructions.  
Must possess average or above mathematical & language skills.  
Good fork lift handling skills.

**Work Environment:**

Moderate noise levels; Extreme temperature swings; high humidity

- By signing below the employee acknowledges reading, understanding, and accepting the statements contained in this document

Employee Name

Employee Signature

Date

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