

Shipping/Receiving Clerk

Job Title:	Shipping/Receiving Clerk	FLSA Status:	Non-exempt
Department:	Shipping	Reports To:	Shipping/Receiving Supervisor
Prepared By:	Rich Neubauer	Prepared Date:	02/17/2020 Updated 1/11/2023

Summary

The Shipping/Receiving Clerk is responsible for daily shipping and receiving activities to include the following: Prepare domestic and/or international shipments in accordance with shipping requirements and specifications. Assemble and check orders. Pack and crate, attach or stencil shipping instructions. May use banding and/or shrink wrap machines. Receive all incoming materials, supplies, equipment and returned goods. Check received goods against purchase orders or receiving papers. Check quantity, type, size, part numbers, dimensions, etc. to properly identify materials. Route or deliver materials to storage or manufacturing locations. Maintain records and prepare receiving and shipping reports. May load and unload trucks.

Job Duties and Responsibilities

1. Ship domestic and/or international shipments.
2. Receive all incoming materials.
3. Perform cycle counts.
4. Load trucks using powered forklift and pallet jacks for LTL and full load trucks. Including UPS/FedEx packages.
5. Electronically process incoming and outgoing materials in ERP System.

Additional Job Duties and Responsibilities

6. Coordinate with Production and Customer Service to ship all product on time.
7. Responsible for all in-coming freight including raw materials, hardware, subcontracting, and misc. supplies.
8. Manage all important documents such as advance shipping notices, pack slips, bills of lading, etc.
9. Check all pulled orders for accuracy and pack for shipment.
10. Read sales orders and check for correct methods of shipping and packaging methods.
11. Contact trucking companies either online or email for freight rates.
12. Pack product to go to secondary finishing operations.
13. Make sure department (and truck drivers) always work in a safe manner.
14. Inspect incoming skids and boxes for freight damage.
15. Inspect contents against packing list and company purchase order for quantity and correct content.
16. Maintain inventory accuracy of items in the warehouse.
17. Support other departments as required.

General Duties and Responsibilities

- Report to work as scheduled.
- Participate in Continuous Improvement (CI) projects.
- Maintain a positive and safe working environment for all employees.
- Maintain a neat and orderly work area at all times.
- Conduct self and perform assigned work in a safe manner, following approved safety procedures at all times.
- Report immediately to supervisor/lead/manager any and all problems, which may affect safety, equipment, tooling, part quality or the effectiveness of the Quality Management System.
- Other duties as assigned by supervisor.

Education and/or Experience

- High School diploma or equivalent
- 1+ years of experience in a shipping/receiving role

Qualifications

Exemplify Rotation Engineering Core Values

- a. **Integrity:** We have strong moral principles which drive us to “do the right thing” for our customers and one another.
- b. **Above and Beyond:** We are motivated and committed to doing not just what is required, but what is needed. We strive to exceed expectations!
- c. **Customer-Driven:** We think like our customer and make decisions with their satisfaction being the goal.
- d. **Attitude is Everything:** We use an enthusiastic and energetic approach to meet challenges with a willing and positive attitude. “Let’s do it!”
- e. **Team First:** We work together for the betterment of the company, respecting each other’s roles and abilities while always doing our individual best for the collaborative success of the team.

Knowledge

- Basic math - add, subtract, multiply, divide, percentages, area, volume, unit conversion
- Keyboarding, 10 key
- Computer Proficiency: Microsoft Office 365 including Outlook, Word, Excel

Skills

- Forklift certified. Proficient load and unload pallets from racking
- Communication skills in person and by phone, email or teleconferencing.

Abilities

- Excellent follow-through skills
- Ability to follow verbal and written procedures and work instructions
- Organization and attention to detail
- Ability to work and accurately perform in a fast-paced work environment
- Proven reliability - attendance and punctuality

Physical Demands

- Lift 35 pounds repetitively
- Fast-paced environment
- Repetitive use of ladder to pick parts for shipment

While performing the duties of this job, the employee is frequently required to sit; talk or hear; and use hands to handle, or touch objects or controls. Specific vision abilities required by this job include close vision, distance vision, color 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Acknowledgment _____ Date: _____

The above statements reflect the general details necessary to describe the primary functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.