



Shipping Clerk

Summary

Performs a variety of shipping tasks. Prepares items for shipment ensuring cost effective courier services. Will assist in monitoring the merchandise leaving the warehouse.

Duties and Responsibilities

- Prepares shipments and 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 order to verify all quantities, destination and routing are correct.
- Responsible for monitoring that each shipment is packaged correctly and accurately.
- Look up and compute freight or postal rates, record the weight of each shipment, prepare shipping documents and mailing labels.
- Assist with order fulfillment, pick items for packaging and shipment to customers.
- Contacts various transport companies to arrange for delivery options and quotes.
- Will assist in making sure that finished goods are loaded onto shipment vehicle in a safe and timely manner.

Educational or Skill Requirements

- A high school degree or GED is preferred or at least 2 years of responsible experience in a warehouse.
- Previous experience with safe operations of forklift machinery.
- Must have the ability to interpret packing slips and understand common knowledge shipping terms and procedures.
- Must be able to estimate weight and use the information to calculate the cost of shipping.
- Familiarity with various forms used by major freight carriers will be expected.
- Will be required to use private couriers shipping software.
- Must be knowledgeable in warehousing procedures with the ability to communicate effectively with vendors.
- Ability to give attention to detail is a must.

Physical Requirements

- Sitting, standing, stooping, and frequent lifting up to 50 lb. may be required.
- Repetitive hand movements and visual ability to complete office work are required.
- Ability to maintain a high level of physicality for prolonged periods and working primarily standing.