**Shipping & Receiving Clerk**

The Shipping/Receiving Clerk is responsible for verifying and keeping records on incoming and outgoing shipments. They also prepare items for shipment by performing the following duties to quality and productivity standards:

 **Shipping & Receiving Clerk Responsibilities:**

* Verifies and keeps records on all incoming and outgoing shipments and prepares items for shipment.
* Compares identifying information and counts, weighs, or measures items of incoming and outgoing shipments to verify information against bills of lading, invoices, orders, or other records.
* Unpacks, examines, and routes incoming shipments, rejects damaged items, records shortages, and corresponds with shippers to rectify damages and shortages. Receives and processes all defective parts returned for replacement or credit.
* Maintains inventory of shipping materials and supplies.
* Operates lift trucks or hand trucks to convey, move or hoist materials to proper departments or areas.
* Performs all computer functions necessary to track various aspects of goods.
* Reports defective materials or questionable conditions to the department supervisor.
* Responsible for keeping an adequate supply of shipping materials on hand at all times.
* Maintains the work area and equipment in a clean and orderly condition and follows prescribed safety regulations.
* Other duties as assigned.

**Shipping & Receiving Clerk Requirements:**

* High school diploma or equivalent.
* Ability to work independently.
* Accurate and organized record keeping skills.
* Excellent written and verbal skills.
* Excellent attention to detail and accuracy.
* Working knowledge of computer programs for entering data.
* Previous experience working in a high-volume distribution, manufacturing, technical service (i.e. testing and repair) or forward logistics operation a plus.
* Ability to handle physical workload.
* Ability to multitask and prioritize.
* Ability to thrive in a fast-paced environment.
* Strong organizational skills.