

## Internal/External Job Posting for Shipping Clerk

Reports To: Shipping Team Lead and Shipping/Receiving Supervisor

Responsibilities: To check, verify, prepare and ship outgoing materials. Ensure all required paper work is completed accurately and all shipping procedures are followed.

### Duties:

1. Operates a fork truck in a safe manner and follows all safety rules and procedures.
2. Organizes and stages outgoing materials. Accurately prepares shipping papers: packing slips, bills of lading, etc.
3. Loads and unloads trucks following all safety rules, standards and procedures.
4. Other tasks including scheduling shipments with the correct carrier and accurately entering the information into a computerized system.
5. Examines outgoing shipments to ensure shipments meet specifications.
6. Keeps production and customer service informed of problems related to shipments and job shortages
7. Maintains warehouse and work area in a clean and orderly manner.
8. Maintains accurate job and time records as assigned.
9. Assists in quarterly/yearly physical inventories.
10. Maintains a shipping log.
11. Determines location and stock inventory as received.
12. Follows all safety, environmental and quality standards and procedures
13. May need to perform other duties as needed.

### Skills, Abilities, And Knowledge Required:

1. High school diploma or equivalent.
2. Good analytical and judgment skills.
3. Good clerical and figure aptitude skills.
4. Ability to work in a cooperative manner with others.
5. Good communication skills.
6. Completion of fork truck operators training program.
7. Ability to lift up to 50 lbs.
8. Basic Computer skills required.
9. Standing, bending, lifting, twisting and walking on a concrete floor.

*The above statement reflects the general details considered necessary to describe the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*

**Applicants interested in applying should submit application to Vicki McGuire [vicki.mcguire@amesburytruth.com](mailto:vicki.mcguire@amesburytruth.com) .**