# Job Summary:

The Shipping/Receiving Clerk will manage shipping and receiving tasks.

## Duties/Responsibilities:

* Receives goods and verifies the quality and count of all items unloaded from railroad cars, trucks and trailers; checks against suppliers’ count and immediately reports discrepancies to carriers, supervisor, and purchasing officer per company policy.
* Verifies and records all items loaded for shipments.
* Carefully and accurately maintains shipping records for requested categories including goods returned, dunnage, and returnable pallets.
* Maintains database of shipment data to ensure that customer orders are updated and that appropriate billing documents are provided to accounting or other associated departments as required.
* Notifies supervisor of major discrepancies, over-shipments, or substitutions.
* Prepares bills of lading and dray tickets for shipments.
* Completes information on damage claims for in-transit damage.
* Transports materials on shipping dock with a hand truck or other vehicle as needed.
* Performs other clerical duties.

## Required Skills/Abilities:

* Ability to accurately sort, count, and verify items received.
* Basic understanding of dock, and warehouse procedures.
* Good organizational skills and attention to detail.
* Proficient with Microsoft Office Suite and/or inventory software to maintain records, input data, and create reports.

## Education and Experience:

* High school diploma or equivalent preferred.
* State motor vehicle operator’s permit for operation of forklift highly preferred.
* Must be legally eligible to work in US.

## Physical Requirements:

* Must be able to traverse distribution warehouse and access a variety of storage spaces and shelving units by stretching, squatting, and reaching.
* Must be able to lift up to 25 pounds at a time.
* Must be able to work in a variety of weather conditions and temperatures in the warehouse and on the loading dock.