



## JOB DESCRIPTION

**Job Title:** Warehouse/Shipping Clerk  
**Department:** Production  
**Reports To:** Production Manager  
**FLSA Status:** Non-Exempt  
**Prepared By:** Human Resources  
**Approved Date:** 07/26/2012

**Summary:** Package, receive, ship, and perform other warehouse and shipping duties by following established operating procedures.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

- Prepare shipping documents and schedule freight pick-ups as required.
- Route freight to provide the most economical transport of goods and to meet customer or other requirements.
- Request freight quotes as necessary from established freight vendors.
- Prepare products, spare parts, return parts, and other items for shipment following established procedures for packaging, crating, boxing, bundling, wrapping, strapping, and labeling.
- Inspect freight upon arrival, document any signs of damage, and resolve freight claims in a timely manner.
- Verify receipt of purchased goods from suppliers, locate product, process paperwork and complete all necessary transactions according to established procedures.
- Pick parts and products from appropriate inventory locations in specified quantities as necessary to fill orders by following established procedures.
- Visually monitor inventory levels and communicate low levels to buyers, schedulers, and others as necessary.
- Cycle count inventory according to established guidelines and assist with developing actions to correct inventory problems.
- Complete inventory transactions to receive and issue inventory as required.
- Operate lift trucks, pallet jacks, and other equipment to move parts to proper locations and load and unload freight trucks as necessary.

- Properly identify and locate all parts according to established procedures.

## **All Employees**

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- Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers and management.
- Continue to grow lean knowledge and use the tools to identify and assist with continuous improvement.
- Comply with safety regulations and maintain clean and orderly work areas.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**Language:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Computer Skills:** To perform this job successfully, an individual should have knowledge of Inventory software and Manufacturing software.

**Other Qualifications:** Valid driver's license and clean driving record is required. The ability to operate a forklift is required.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel. The employee is frequently required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 50 pounds.

**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.

While performing the duties of this Job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.