

Job description: Warehouse Shipping/Receiving Clerk

KOSTER American is a subsidiary of KOSTER BAUCHEMIE and is thereby part of an international network of 24 companies which are active in 47 countries. Established in 1992, KOSTER American has developed a strong background in moisture mitigation in the US market. KOSTER American's product portfolio also covers among others the fields of basement & containment waterproofing, floor coatings, crack injection, concrete protection and restoration, waterproofing against rising damp and facade waterproofing. In the industry, we are known as high tech and high quality. Further information about KOSTER you can find on our website www.kosterusa.com

In order to increase the capacity of our Shipping Department, KOSTER American is seeking to employ an additional Warehouse Shipping/Receiving Clerk. The Warehouse Shipping/Receiving Clerk will be trained in house by the Shipping Department

This position is based in Virginia Beach, Virginia.

The Warehouse Shipping/Receiving Clerk:

- *Verifies and keeps records on incoming and outgoing shipments*
- *Assembles and prepares orders for shipment.*
- *Unpacks and examines incoming shipments, rejects damaged items, records shortages, and corresponds with shipper to rectify damages and shortages.*
- *Examines outgoing shipments to ensure shipments meet requirements.*
- *Maintains inventory of materials and supplies.*
- *Operates fork lift or handtruck to accomplish shipping/receiving duties.*
- *Sorts and places materials or items on racks, shelves, or in bins.*
- *Maintains cleanliness throughout the warehouse and carries out facilities maintenance duties as needed.*
- *Organizes warehouse and work area for orderliness.*
- *Assists in production.*

Qualification:

- *High school diploma or general education degree (GED)*
- *Three years or more related experience and/or training; or equivalent combination of education and experience.*
- *Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.*
- *Ability to write routine reports and correspondence.*
- *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.*

Interested Candidates:

Please send your resume by email or postal mail to the following address:

*KOSTER American Corporation
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