**Job Title:** Shipping Clerk **Classification:** Non-Exempt

**Reports to:** Shipping Coordinator

**Job Summary:** Toship product on time to customers in support of our company vision to be our customers’ favorite supplier. This includes inspection of product, reconciliation of shipment contents and to order manifest, packaging product for shipment, scanning and processing orders, and communication with other departments.

**Essential Functions:**

* Pack and process all shipments, as per customer requirements, company SOPs and regulatory guidelines
* Verify packing list to order contents (material, quantity, etc.)
* Perform quality inspection of product before boxing for shipment
* Select appropriate packaging and shipping materials to ship orders safely and prevent in-transit damage
* Use of hand tools, department equipment and machinery, including blades, banders and automatic tape machines, to pack and secure order shipments
* Process shipments using appropriate software platform, i.e. UPS Worldship; FedEx; or LTL carrier
* Access orders through Frontier system to finalize order process and update shipping confirmations
* Complete required training for and maintain knowledge of CFR/DOT regulations, regarding the labeling and transport of dangerous goods and ORM-D
* Replenish and maintain department inventory of shipping containers and materials
* Assist in loading of pallets or products for LTL shipments, as needed
* Maintain a clean and orderly work space and share in daily cleanup of shipping areas
* Use of hand and power tools, including pneumatic nail guns and staplers, power saws and chop saws to build wooden crates, pallets and frames for custom products as required
* Use of shrink wrap machine to shrink wrap product as needed
* Use of fork trucks to move pallets, materials and products as required
* Perform other duties as required or assigned

**Additional Responsibilities:**

* Report all unsafe activities to Plant Manager, Safety Director or Human Resources
* Be punctual and dependable; accountable for assigned work shift
* Comply with all safety and environmental rules, regulations and guidelines, including PPE (Personal Protective Equipment) requirements
* Take direction from and communicate with others regardless of age, gender, race or religion
* Participate in cross-training within and outside of home department, as required; includes training to learn various machines/equipment, as well as providing training through sharing of knowledge and skill
* Perform general housekeeping duties to keep works areas clean and free of debris; also to include basic recycling of plant materials
* Dispose of hazardous and all other waste materials in accordance with regulatory procedures and policy
* Work overtime as requested
* Participate in proactive team efforts to achieve departmental and company goals

**Physical Requirements and Working Conditions:**

* Ability to be on your feet, standing and/or walking, for the duration of your shift
* Ability to move large quantities of product with carts, buckets, dollies, hand trucks or other moving equipment
* Ability to perform such actions as bending, twisting, reaching, pushing, pulling, reaching overhead, lifting, and performing repetitive motions
* May be required to handle material up to 80 pounds in weight
* Required to prioritize and process shipments on a regular basis, with consistent exposure to a computer and consistent use of various software and shipping systems
* Comfortable working in a manufacturing environment around machinery or equipment with moving parts
* Could be exposed to dust, noise or hazardous materials

**Required Knowledge, Skills, and Abilities:**

* Good command of the English language, both written and verbal
* Good reading, spelling and comprehension skills
* Must demonstrate a good understanding of basic math functions
* Must be able to use and navigate a computer
* Ability to take direction and work well with others

**Required Experience and Education:**

* 3-6 months related experience and/or training required
* Familiarity with UPS/FedEx/LTL terminology and shipping systems preferred
* 1-3 years’ shipping experience and/or LTL truck preparation preferred
* High school diploma; or GED; or equivalent combination of education and experience

I have read and understand this description of the position noted above:

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Signature of Employee Date

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Employee Name Printed

*This position description is not intended to be a detailed description of every duty and job responsibility. Incumbent may be called upon from time to time to do miscellaneous unrelated and related duties. Incumbent may also be nominated to participate in personal development training for the purpose of career development. This position description has been approved by all appropriate levels of management.*