

Job Title: Shipping Clerk 0814
Reports To: Shipping Lead

Category: Non-Exempt

Summary: Responsible for the proper handling of outgoing materials, ships orders in a timely, accurate basis, and adheres to all regulatory and safety procedures.

Essential Functions:

- Ensures that material is shipped according to documented procedures and work instructions
- Provides visual inspection of all materials for quality/quantity issues and exercises extreme accuracy entering data into Iwaki America business system
- Generates appropriate export documentation.
- Efficiently operates automated shipping manifest system.
- Operates pallet truck and other power equipment safely and efficiently as required
- Maintains a clean, orderly, and safe shipping/receiving area
- Effectively collaborates with Accounting, Production and Customer Service Departments.
- Diligently observes all safety procedures; wears personal protective equipment as required.
- Prepares shipments in accordance with customer freight method requests
- Exercises discretion and skill in the proper packing and skidding of product to ensure quality and safety of shipment to customer.
- Ensures accuracy of all items packed in reference to customer order and ensures accuracy of shipment data entered into Iwaki America business system
- Willing to work overtime hours as requested on an ad-hoc basis

Qualifications:

- * Minimum of a high school education or equivalent (GED)
- Minimum one year of related experience in shipping
- * Required to read and write English, follow verbal instructions and use simple math.
- * Ability to safely and competently operate stockroom equipment - fork trucks, order picker, pallet jacks, etc.
- * Time Management – ability to organize and manage multiple priorities in a fast-paced environment
- * Team player - can effectively interact with internal departments
- Strong verbal and written communication skills
- * Fast and accurate data entry skills
- * Ability to work well with little supervision
- * Detail oriented
- International shipping experience a plus

Physical Demands:

- Required to lift up to 65 lbs.
- Regularly required to stand all day, bend, reach and move about the facility

*Denotes essential qualification