



Shur-Co®, LLC
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Job Description

Job Title: Shipping Clerk
Department: Shipping & Receiving
Schedule: Monday-Thursday 7:00a-4:30p
Friday 7:00a-11:00a
Reports To: Shipping & Receiving Manager

SUMMARY

The successful candidate for the Shipping position will verify and keep records on outgoing shipments and prepare items for shipment by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- All U.S. invoicing duties-including (select for billing), printing of invoices, separating invoices, matching invoices to orders, distributing invoice copies for mailing and/or filing.
- Read computer files or gather records such as purchase orders, sales tickets, and charge slips, to compile needed data.
- Post transactions to accounting records such as work sheet, ledger, and select for billing or computer files.
- Print packing list for orders shipped and generate back orders at time of original order shipment.
- Wrap and bundle tubing for orders as needed.
- Affix shipping labels on packed cartons or stencils identifying shipping information on cartons, and post weights and shipping charges, and affix postage, and bind containers with tape when required.
- Verbal quoting of freight rates and answering e-mail queries and verify customer payment method.
- Develop and maintain effective working relationships with personnel in other departments in order to ensure proper coordination of accounts receivable function.
- Compare identifying information and count, weigh, or measure items of incoming shipments to verify information against bills of lading, invoices, orders, or other records.
- Determine method of shipment, prepare bills of lading and oversee and assist loading operations by tier lift truck or manually.
- Examine outgoing shipments to ensure shipments meet specifications.
- Make sure all packages have the correct amount of padding so that it is insurable through our carrier.
- Attendance and dependability are essential job functions, you must report to work on time and accurately

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



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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).

LANGUAGE SKILLS

- 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 speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Must be detail orientated and ability to add, subtract, multiply, and divide in all units of measure and calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, circumference and volume.

REASONING ABILITY

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

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 stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. On a daily basis the employee must frequently lift and/or move up to 35 pounds and occasionally lift and or move up to 75 pounds, if over 50 pounds employee must ask for assistance and two people will lift it.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

CERTIFICATES, LICENSES

Must be able to pass forklift certification test and drive a forklift.

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 regularly exposed to moving mechanical parts and fumes, airborne



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particles and high precarious places and risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions, and vibration. The noise level is usually moderately loud.