



Example of Lead Clerk Job Description

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Our company is looking for a lead clerk. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for lead clerk

- Help with or complete special projects at the discretion of the Lead or Supervisors
 - Identifies and resolves all payment issues/problems by ensuring correct posting of payments, adjustments and payment discrepancies for timely resolution and supplier satisfaction
 - Verification of files/SAP systems to ensure accurate data transmission and interfaces are operating as designed
 - Generate and distribute automated and manual factura/customs paperwork for Direct and Indirect product for all Delphi divisions, hazmat material and equipment in a timely and accurate manner
 - Generate bill of ladings, commercial invoices and/or air bills for US and International shipments as needed
 - Comply with DOT Hazardous Material manifest process
 - Meet window compliance and prepare compliance reports
 - Communicate with both Mexican and US customs brokers for any issues or concerns
 - Work with a variety of documents (forms, schedules, lists) input data in to computer to create new records or documents or to update existing information for department records
 - Analyze and process documents - review/check for accuracy, copy and add additional data as appropriate, route, follow-up with other departments, customers/vendors and carriers to resolve discrepancies, obtain more or missing information
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- Manual dexterity to use required tools of job
- Ability to work at heights of 40' with appropriate safety equipment
- Must be able to lift, stack, push and pull boxes weighing from a few ounces to near 100 lbs occasionally
- Ability to manage priorities simultaneously
- Maintain files pertinent to area of operation
- Conform to Internal Control, ISO-9001, ISO 14001, SOX, C-TPAT programs