



# Example of Shipping Clerk Job Description

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Our growing company is looking for a shipping clerk. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for shipping clerk

- Analyze findings to understand operational gaps and partner with Team Leader and Warehouse/Customer Service teams to take action
- Review routing guides regularly and have an understanding of International account requirements to support accuracy of shipments
- Compiles and updates shipping reports
- Strong analytical, decision making, problem solving and follow-up skills
- Intermediate Word and Excel skills and communication skills
- More than 2 years experience in a clerical, customer service or related warehousing functions
- Transportation and/or shipping experience
- More than 1 year experience in a clerical, customer service or related warehousing function
- Transportation and/or shipping experience a plus
- Delivers packages to various labs and administrative areas using department van, push cart, forklift or pallet jack

## Qualifications for shipping clerk

- Ensure proper labels and tickets have been applied before shipping
- Prepare necessary backorder and/or other communications to internal and external customers on an as needed basis (order status, timing)
- Stamps, stencils or attaches information and shipping instruction onto containers

- One to three years computer experience
- Pulling finished goods from the production floor to the shipping area