



# Example of Shipping Clerk Job Description

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

## Responsibilities for shipping clerk

- Entering data into AS400 system as required
- Maintaining and monitoring insert levels (cycle counts as required)
- Maintaining clean and organized shipping area
- Preparing products for shipping including completing required paper work and required transactions
- Verifying all incoming and production product and delivering to proper destination along with appropriate paper work
- Maintaining the integrity of inventory accuracy and materials policies and procedures
- Operating a cube truck, fork lift, pallet jack, electronic scales, shrink wrapper, bar code scanners/labelers, and banders as required
- Picking work tickets and products as required for customer orders
- Verifying items and quantities pulled match the customer order
- Package stock and palletize LTL shipments where required

## Qualifications for shipping clerk

- Fill orders by removing the correct parts from the shelf, identifying part numbers and proper quantity
- Maintain a clean and safe work area - this includes cleaning / maintaining equipment and work areas, and performing safety inspections of areas
- Complete shipping paperwork such as bill of lading, shipping manifest and other required forms online functions such as pre-alerts, shipping manifests

- Manual dexterity required to grasp objects utilizing manual dexterity including hand/finger coordination, and the utilization of color vision
- Must wear safety shoes constantly