



# Example of Shipping Clerk Job Description

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Our company is searching for experienced candidates for the position of 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

- Be trainer for new comers
- Read production schedule, customer orders, work orders, shipping orders, or requisitions to determine items to be moved, gathered, or distributed
- Convey materials and items from receiving or production areas to storage or to other designated area
- Assemble customer orders from stock and places orders on pallets or shelves, or pack for shipment
- Open crates and other containers using hand tools
- Record amount of materials or items received or distributed
- Verify quantities and count independently as required
- Assist with material handling needs
- Prepare UPS and FedEx shipments
- Forward receiving paperwork to Data Entry after counting and indicating location on receiving document

## Qualifications for shipping clerk

- Accurate picking, packing and shipment of various sized parts to support quick turnaround of parts ordered
- Regular attendance and the willingness to work overtime as needed
- Must be able to score satisfactory on a pre-employment assessment
- Ability to safely operate various material handling equipment (pallet jacks)
- Self-motivated and ability to work independently with minimal direct

