



# Example of Shipping Clerk Job Description

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Our innovative and growing company is hiring 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

- Accept incoming shipments from customers or vendors
- Clear all Purchase Orders
- Will work as order picker as needed
- Shipping (International)
- Load and unload shipments, pallets
- Locating parts throughout warehouse with a scan gun
- Scanning completed orders
- Processing finished orders for shipment
- Operating a forklift and electric pallet jack
- Picking orders based off pick sheets

## Qualifications for shipping clerk

- Rejects orders that do not meet company or customer quality specifications
- This position requires incumbent to regularly utilize written and verbal communication skills, including active listening
- Office is in the manufacturing plant
- Incumbent may occasionally be required to travel
- Be capable of lifting 40 lb
- Ability to occasionally lift/or move 20-50 pounds, frequently Lift/Carry 10-20 pounds, frequently stand and regularly reach sit or walk