



Example of Shipping Clerk Job Description

Powered by www.VelvetJobs.com

Our growing company is looking for a shipping clerk. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for shipping clerk

- Moving product throughout warehouse with a forklift
- Tracking and entering material transfers in ERP systems
- Perform various inventory movement transactions within manufacturing systems
- Perform other duties as assigned and needed including part mark and inventory functions
- Process and coordinate bills of lading, schedule trucks for pickups
- Send out drivers
- Coordinate packing lists
- Key in routing numbers
- Receive and distribute/ship merchandise to appropriate loading dock
- Filing and answering the phone

Qualifications for shipping clerk

- Must be able to relate to other people beyond giving and receiving instructions and be able to perform work activities requiring reasoning, negotiating, instructing, persuading, or speaking with others
- Minimum of one year of experience with shipping processes including small parcel shipments
- Answer multi-phone line and process Bill of Ladings
- Maintain files of documents used and reports prepared
- Develop and maintains positive and professional relationships with all visitors, employees, and management

