



Example of Warehouse Shipping Clerk Job Description

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

Responsibilities for warehouse shipping clerk

- Tag dropped trailers as empty and change dock lock status
- Adhering to the Company's safety policies and procedures, those set out by OSHA
- Unpack and re-ship daily shipments from associate manufacturing sites
- Organize and manage (or control) warehousing operations, including reception, and storage
- Order shipment preparation for shipments according to SPS principle
- Receive customer property requiring repair and distribute to appropriate departments
- Ship and prepare all export orders through the main business computer system
- Be responsible for inventory and accurate processing of transactions in and out of the stockroom
- Prepare customer orders for shipment
- Receive incoming product, update inventory, put away

Qualifications for warehouse shipping clerk

- Ability to work in a temperature controlled environment of 34 degrees Fahrenheit
- May be exposed to sub-freezing temperatures
- Occasionally lifting boxes of labels weighing 20-30 lbs
- Must be detail-oriented, attentive to long part numbers and special customer

- Work on one's feet for extended periods of time