



# Example of Warehouse Shipping Clerk Job Description

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Our innovative and growing company is looking for a warehouse shipping clerk. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for warehouse shipping clerk

- Assign PRO numbers to LTL orders in SAP
- Monitoring SAP tcode VL06 & MB5T data
- Research and communicate SAP issues
- Research and review RF pick/pack issues in SAP tcode VL02N
- Ensures all product is up to standard before shipped (cripples)
- Basic knowledge of Windows operating system, Word, Excel, Outlook
- Ability to communicate with Customer Service and Accounting
- The ability to load a tractor/trailer legally, balancing the weight evenly throughout the trailer
- Modification to packaging in order to fit good onto the trailer
- Communications with MSE drivers and outside carriers alike

## Qualifications for warehouse shipping clerk

- Technical Bachelor's Degree or High School diploma/GED and 2+ years production or maintenance experience in lieu of degree
- Ability to distinguish color coded equipment, containers, label, signs, COMMUNICATION
- Ability to attend work on a regular and consistent basis
- Ability to generate written communication
- Ability to read, comprehend and practice necessary safety procedures, signs
- Inspect palletized freight to pull the certificate information