



# Example of Warehouse Shipping Clerk Job Description

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Our growing company is looking to fill the role of warehouse shipping clerk. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for warehouse shipping clerk

- Re-packaging some products for shipping
- Must be able to work late and return again early for inventory once a month
- Complete shipping documents as required by collate (LTL BOL's, Courier Shipments)
- International Shipments – (Export Commercial Invoices, SED's, Classification HTS, AES)
- Operate forklift – load and unload trucks as required
- Work from shipping and/or receiving orders and instructions
- Operate Order Pickers – stock finished product, rotate stock, and warehouse organization
- Data Entry – CMI, Excel and Word, Trans4M
- Maintain shipping/receiving records
- Interaction with customers – air shipments and coordinating shipments with freight companies

## Qualifications for warehouse shipping clerk

- Perform data entry and maintenance of production reports, and assist in cycle and physical inventory counts, and monitor inventory levels and communicate shortages to supervisor
- Good computer skills for using the internet for company research

- Ability to communicate well with others and to be a team player
- Follow directions and learn quickly, and work with minimum supervision