



Example of Warehouse Shipping Clerk Job Description

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Our growing company is looking for a warehouse shipping clerk. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for warehouse shipping clerk

- Operates Powered Industrial Trucks and equipment in a safe manner to ensure proper handling of Customer product
- Drives yard truck to move trailers and safely and efficiently manage traffic congestion on company property and product flow into and out of the facility
- Operates wireless RF scanners to ensure accurate receipt and shipment of product into and out of the facility
- Manages and prioritizes multiple tasks to ensure Customer requirements for processing and delivery are completed timely
- Print and file daily documentation in addition to the shorts report and all chases from the current day's shipping activity
- Document all inventory outs on the assigned forms and insure that applicable information is attached to the screen prints documenting the shortage
- Assign door numbers and routes for daily orders
- Complete dock sheets
- Assign door numbers to labels and memo bills
- Break down and separate by department, labels and memo bills

Qualifications for warehouse shipping clerk

- 1 – 3 years of warehouse experience a plus
- Technical/Bachelor's Degree OR High School diploma/GED OR 2+ years

- Create reports needed by warehouse and production departments
- Run errands such as delivery mail to other buildings
- Perform tasks such as copying, scanning, and filing