



POSITION DESCRIPTION: **Shipping and Receiving Clerk**

REPORTS TO: **Warehouse Team Leader**

JOB LOCATION: **Bossier City, Louisiana**

Job Summary:

The Shipping and Receiving Clerk will ship and receive items in the system and when necessary, assist in the Warehouse,

Supervisory Responsibilities:

- None.

Responsibilities:

- Receives items by unloading vehicles; accepting deliveries; unpacking containers.
- Verifies items received by inspecting condition of items; comparing count/measure of items to purchase order and packing list; noting discrepancies.
- Documents items received by recording identifying information.
- Enters inventory transactions into computer system.
- Transfers orders received by routing or delivering items to the requesting department.
- Replaces damaged items and shortages or obtains credit by informing shipper and transporter of damage or shortage; returning damaged items; requesting new items or credit for shortages.
- Receives credit-return materials from production by verifying identifying information and quantity of materials; placing materials in inventory.
- Prepares shipments by assembling, packing, protecting, and labeling containers.
- Determines method of shipment by examining items to be shipped, destination, route, rate, and time of shipment.
- Ships items by verifying identifying information and quantity and condition of items; loading and protecting items.
- Documents items shipped by recording identifying information of items and transport information.
- Maintains shipping and receiving materials by checking stock to determine inventory level; anticipating needed materials; placing and expediting orders for materials; verifying receipt of materials.
- Contributes to team effort by accomplishing related results as needed.
- Performs other clerical duties, as necessary.

REQUIRED SKILLS & CAPABILITIES:

- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Customer service skills that display empathy for both internal and external customers
- Excellent organizational skills with emphasis and attention to detail
- Thorough understanding of Warehouse procedures and policies
- Ability to work independently and handle multiple projects
- Proficient with Microsoft Office Suite or related software

PHYSICAL REQUIREMENTS:

- Capable of accessing all areas of the facility
- Must be able to access a variety of spaces and shelving units by stretching, squatting, and reaching.
- Must be able to work in cold and hot temperatures in the Warehouse.

Physical Requirements					
N (Not Applicable)	Activity is not applicable to this occupation.				
O (Occasionally)	Occupation requires this activity up to 33% of the time (0- 2.5+ hours/day)				
F (Frequently)	Occupation requires this activity from 33% - 66% of the time (2.5 – 5.5+ hours/day)				
C (Constantly)	Occupation requires this activity more than 66% of the time (5.5+ hours/day)				
Physical Abilities		Push / Pull		Lift / Carry	
Stand.....	Reach above shoulder...				
Walk.....	Climb.....	≤ 12 lbs.....	C	≤ 10 lbs.....	C
Sit.....	13-25 lbs.....	C	11-25 lbs.....	C
Hands/fingers	Crawl.....	26-40 lbs.....	N	26-56 lbs.....	C
Reach outward.....	41-100 lbs.....	N	57-100 lbs.....	N
	Squat or kneel.....			> 100 lbs.....	N
	Bend.....				
				

By signing below I acknowledge and understand the requirements of the position as listed above.

Signature

Date

Print Name