



## Shipping and Receiving Clerk

### Job Scope

A Shipping & Receiving Clerk will check incoming shipments for accuracy and store and stock material within the warehouse from areas such as but not limited to loading docks, delivery vehicles, or other storage locations. The Shipping & Receiving Clerk will also perform general facility maintenance as needed. The goal is to increase efficiency, profitability, and customer satisfaction.

### Responsibilities

- Receive and process stock products or deliveries such as boxes, packages, and daily mail (pick, unload, label, store, etc.)  
Identify damaged, lost, or missing materials and equipment and notify supervisor immediately  
Match purchase orders to sales orders and distribute materials appropriately  
Pack orders in an orderly manner to prepare for shipping or transport utilizing shipping software and affixed shipping labels  
Perform inventory controls and keep quality standards high for audits through routine cycle counts of max/min stocked materials  
Consistently complete material and equipment inventory logs using company-provided software  
Routinely order and restock shipping supplies such as boxes, tape, etc.  
Keep a clean and safe working environment and optimize space utilization  
Perform general tasks to ensure a clean and maintained overall facility  
Reports directly to the Operations Coordinator

### Requirements

- High School Diploma or General Education Degree  
Experience with MS Office or Google Suite  
Basic reading and math skills; strong verbal and written communication skills  
Minimum of one year of related experience and/or training in the electrical industry  
Ability to multitask while staying organized; ability to track inventory  
Ability to work on feet and carry objects weighing up to 80 lbs  
Previous warehouse experience preferred  
Attention to detail  
Must be reliable and dependable

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.