

Position: Shipping & Receiving Clerk

Location: Independence, KY

Position Type: Full Time

Reports to: Shipping & Receiving Supervisor

Purpose: To ship, receive, and deliver supplies, materials, and equipment, and maintain inventory control and records; perform related work.

Primary Responsibilities:

- Receives and unloads freight both manually or with equipment such as forklifts and pallet jacks.
- Checks for damaged goods, verifies quantity and quality of order, and verifies items received with purchase order.
- Wraps, packages, tag, and ships supplies.
- Stocks shelves and rotates inventory.
- May receive, store, and ship flammable, explosive or caustic and hazardous material.

Additional Responsibilities:

- Participates in physical inventories of warehouse.
- Maintains inventory records by adding or deleting supplies as they are shipped or received.
- Operates a personal computer to access, enter, and correct information.
- Answers phones and provides information using customer service skills.
- May provide advice regarding supplies or property including availability.
- May prepare damage claims for supervisor's review and signature.

Qualifications:

- Experience: handling, storing, and shipping materials or supplies; operating material handling equipment; accessing information on a computer; reviewing documents for accuracy and completeness.
- English fluency required. Spanish, French, German, or Portuguese language skills are a plus.

Eligibility:

- Must be legally authorized to work in the United States.
- Position requires a valid driver's license.