



Shipping and Receiving Clerk

Classification: Non-exempt
Schedule: 40-hour workweek

Location: Houston, TX
Reports to: Operations Manager

POSITION SUMMARY

This position will be responsible for keeping records of all products shipped and received in the company. Shipping and Receiving Clerks will pack the goods in boxes and on pallets, with labels and shipping documents and ensure that all orders have been filled correctly. Shipping and Receiving Clerks will verify incoming shipments by checking product to ensure accuracy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Packing and unpacking shipments
- Preparing shipping documents
- Loading/Unloading of trucks
- Sorting and placing warehouse items as directed by organization standards
- Communicate with other team members, managers, vendors to address and resolve logistics problems
- Preserves safe and clean work environment by keeping workstations, and the warehouse neat
- Promotes clean shipping/receiving area by complying with procedures, rules, and regulations
- Completes reports by entering required information

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. It is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

KNOWLEDGE, SKILLS, AND ABILITIES

- High attention to details
- Good communication skills
- Able to perform repetitive tasks
- Good computer literacy
- Flexible to work weekends/nights if needed
- Interpersonal skills
- Excellent organizational skills
- Willingness to work overtime as needed
- Ability to work in a team-oriented environment



- Basic computer skills such as opening, creating, and updating content in MS Word documents and Excel Spreadsheets
- Familiarity with QuickBooks is a plus

EDUCATION AND EXPERIENCE

- High School Diploma or equivalent
- Experience in Shipping/Receiving is a plus
- Forklift experience

Physical Requirements and Environmental Conditions:

- Physical stamina and dexterity, including but not limited to- the ability to stand and walk up to 8 hours a day, climb, kneel, crawl, sit, bend at waist or squat
- Able to lift, push, and pull up to 50 lbs.
- Ability to read technical manuals and drawings
- Manufacturing/Machine Shop
- Loud noise

All qualified applicants receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.