Shipping Clerk
Syracuse NY
$15/hour

Job Responsibilities

- Operates lift trucks or hand trucks to convey, move or hoist materials to proper departments or areas.
- Operates the stretch wrap banders.
- Performs online Fed Ex and UPS shipment processing and tracking.
- Unpacks, examines and routes incoming shipments, rejects damaged items, records shortages, and corresponds with shipper to rectify damages and shortages. Receives and processes all defective parts returned for replacement or credit.
- Maintains inventory of shipping materials and supplies.
- Performs all computer functions necessary to track various aspects of goods.
- Supports the shipment of goods produced and the received goods and supplies to be used in or to aid in the production/storage of goods destined for sale to our customer base.
- Responsible for making arrangements for pick up by the carrier specified on the customer's purchase order, which is conveyed to the shipping clerk by final inspection via the shipping instructions.
- Reports defective materials or questionable conditions to the department supervisor.
- Responsible for keeping an adequate supply of shipping materials on hand at all times.
- Maintains the work area and equipment in a clean and orderly condition and follows prescribed safety regulations.
- Required to make pick-ups and deliveries to our suppliers for parts and raw materials using a company van.

· Packs product as specified including certifications and x-ray film in appropriate containers.

· Acts as backup for distributing inter office mail if Driver is absent.

· Labels containers with customer, part number, weight and quantity information

· Loads and unloads vehicles using fork trucks and handcarts as required

· Distributes incoming items from vendors and suppliers after being logged in

· When primary driver is unavailable, may operate company vehicles in conformance with company regulations and traffic laws to and from company buildings, vendors and customers to deliver and pick up parts, supplies, etc.

· Performs routine maintenance and service on vehicles as noted on service log

· Completes and/or maintains required reports and records

· Meets quality and quantity standards for the position.

· Adheres to all safety policies and practices, consistently uses personal protective equipment, and practices good housekeeping.

· Maintains regular on time attendance and adheres to company policies, procedures, and standards of conduct.

· Proactively supports the ISO process approach to quality management and the Syteline MIS system

· Maintains driver's license in non-poor status if in S & R sector that as part of tasks requires delivery driving.

· Applies classroom and on the job post training information, knowledge, skills, and abilities consistently in a quality oriented manner (wherein the KSAs are part of the jobs tasks, duties and other tasks as requested).

· Performs other tasks as directed.

Educational, Experience Based, and Skill Qualifications

- Minimum of a high school diploma or equivalent and one year of factory-related experience in shipping and receiving and delivery driving.
- Ability to read and write, follow verbal instructions and use simple math.
- A valid driver's license and a good driving record for shipping sector that requires driving a company leased or owned vehicle for deliveries.
- Experience with forklift truck operation.
- Knowledge of online UPS and FedEx shipment processing.
- Computer skills in Microsoft Office including Word and Excel and familiarity with a company MIS system for logging in and out shipments.

· Strong attention to detail.

· Conceptual Skills, Process Improvement, Verbal Communication, Functional Skills, Coordination, Inventory Control, Attention to Detail, Judgment

Physical Requirements

Ability to walk, remain on feet for extended time periods, reach, stoop, kneel and lift up to and including 35 pounds as needed. Visual abilities and manual dexterity.