



Job Description

Job Title: Shipping Clerk
Department: Shipping
Reports to: Distribution Supervisor
FLSA status: Non-Exempt/Hourly

SUMMARY

The Shipping Clerk packs and ships parts.

REASONABLE ACCOMODATIONS STATEMENT

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- High School diploma or GED
- 6 – 12 months related experience and/or training

ESSENTIAL FUNCTIONS STATEMENT

- Box and package parts using UPS, FedEx or other shipping methods based off the sales order.
- Turn Sales Order with shipping confirmation sticker to Accounting Department.
- Inventory Control.
- Adhere to guidelines and procedures proscribed by ISO 9001.
- All other functions/responsibilities assigned by the manager.

REQUIRED SKILLS

- Basic computer skills to operate UPS and FedEx machines.
- Detail-oriented.
- The ability to read documents.
- Ability to communicate with Supervisor and Manager.
- Ability to communicate verbally and follow written and verbal instructions.
- Basic Math: the ability to add, subtract, multiply, divide, fractions, and decimals.

POSITION QUALIFICATIONS

Competency Statements

- Personal Attitude and Integrity – Ability to display a positive attitude regarding work and co-workers.
- Judgment/Decision Making – Ability to make thoughtful decisions. Ability to accept accountability.

- Dependability – Ability to meet work standards and attendance requirements of the position.
- Quality – Ability to actively support SOR quality standards.
- Problem Solving/Implementation – Ability to deal with varying workload requirements, manages change effectively. Organizes tasks in a logical sequence and identifies resources required for work plans.

PHYSICAL DEMANDS

- Required to report to work punctually as scheduled and to work all scheduled hours and any required overtime.

<i>Physical Demands</i>	<i>Lift/Carry</i>	<i>Push/Pull</i>
<u>C</u> Stand	<u>C</u> 10 lbs or less	<u>F</u> 12 lbs or less
<u>C</u> Walk	<u>C</u> 11-20 lbs	<u>F</u> 13-25 lbs
<u>C</u> Handling / Fingering	<u>C</u> 21-50 lbs	<u>C</u> 26-50 lbs
<u>C</u> Reach outward		
<u>O</u> Reach above shoulder		
<u>N</u> Climb		
<u>N</u> Crawl		
<u>F</u> Squat or kneel		
<u>F</u> Bend		

Other Physical Requirements

Ability to wear Personal Protective Equipment (PPE)

- N Respirator
- N Ear protection
- C Safety glasses
- C Steel-toed safety shoes/boots
- N Other (specify)

N (Not Applicable) Activity is not applicable to this occupation.
O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently) Position requires this activity from 33% of the time (2.5 - 5.5+ hrs/day)
C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

WORK ENVIRONMENT

- Exposed to moderate noise and temperatures

REQUIRED TRAINING

All required training is determined by the department supervisor and/or manager. Procedures critical to this position can be identified as such on the Department Training Matrixes which are located in the Human Resources Department.

COMPANY STATEMENT

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors/managers as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.