

Position Title: Shipping Clerk

Department: Manufacturing

Job Relationships:

Supervisor: Production Support Manager

Direct Reports: None

Position Summary:

The Shipping Clerk is responsible for the daily shipping of all departments. This person must be able to choose the most efficient and cost-effective way to ship all packages. This person is also responsible for the daily posting of all outgoing mail. This person is to become knowledgeable and proficient in all operations of the Shipping Department. The Shipping Clerk will strive to provide the highest quality of services to both inside and outside customers.

Activities, Duties, and Responsibilities:

1. Weighs and posts all outgoing mail at least three times a day, and participates in Consultant mailing. Keep abreast of postage rate increases, sorting rules, etc. Be responsible for postage scale and postage meter. Accuracy is essential to this function.
2. Handling boxes up to 50 pounds will be required.
3. Provides the highest quality services possible.
4. Keeps all areas of warehouse and shipping department in an orderly fashion at all times. Dispose of boxes, paper rolls, etc.
5. Pulls orders as specified by the computer print-outs, and makes sure each item has the correct accessories, manuals, and papers with it. Has the order double checked by another shipper to ensure the accuracy of all shipments.
6. Responsible for packing each order with correct packing materials to protect equipment from damage.
7. Processes shipping for the service department daily.
8. Adjusts schedule to handle all rush shipments defined as top priority by any department.
9. Has knowledge of all equipment so when something is pulled to be shipped, and defects or missing parts are caught before shipping.
10. Performs a physical inventory of all equipment, new and used on a monthly basis.
11. Able to operate the shipping manifest, open in morning, close and print out forms for Federal Express and ourselves in the evening.
12. Type documents when needed when shipping foreign shipments.
13. This position has limited flex-time. The shipping area must be staffed until 3:30 p.m. Keeps Production Support Manager informed of working schedule at all times.
14. This person will also help in receiving of PRC rental and service devices.
15. This person is also responsible on the refurbishing of the rental pool equipment.
16. Keep chronological records of all shipments.
17. Obtains and maintains Hazmat certification and training for Lithium Ion Batteries.
18. Strives to meet the corporate goal.
19. Performs other duties as assigned.

Supervisory Responsibilities:

None

Qualifications Required

Knowledge Required:

- High school diploma or equivalent.

Skills Required:

1. Must be able to remain calm and steady under the functioning demands and deadlines of daily shipping.
2. To be able to interact with all other departments, team player is essential.
3. To be able to handle heavy items at times (approximate 70 lbs).
4. Ability to function as a team player.
5. Willing to take responsibility as team decisions are made.
6. Must be able to work efficiently without direct supervision.
7. Must be accurate, precise, thorough, and give attention to detail.
8. Must have strong organizational skills.
9. Accuracy on numerical filing of large 6 digit numbers and alphabetizing.
10. 1 year training/learning curve.

Communication Requirements:

Routine Communications: Position duties involve routine communications with contacts inside the organization where the nature of information provided usually follows an established pattern generally requiring only normal courtesy and the exchange of basic information.

Additional Information:

This the last chance for a quality check. If something does not look correct, is missing parts or is defective in some way, we return items to production.

Physical and Environmental Requirements:

- **Stooping.** Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- **Kneeling.** Bending legs at knee to come to a rest on knee or knees.
- **Crouching.** Bending the body downward and forward by bending leg and spine.
- **Reaching.** Extending hand(s) and arm(s) in any direction.
- **Standing.** Particularly for sustained period of time.
- **Walking.** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

- **Pushing.** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Lifting.** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Fingering.** Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Talking.** Expressing or exchanging ideas by means of spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Hearing.** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- **Repetitive motion.** Substantial movements (motions) of the wrists, hands, and/or fingers
- **Medium Work.** Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.)
- The worker is not substantially exposed to adverse environmental conditions.