

Shipping Receiving Clerk

[Manufacturing Amherst, NY, USA](#)

Benefits Offered

401K, Dental, Medical

Employment Type

Full-Time

Why Work Here?

“Compensation includes hourly wage, profit-sharing, 401K with Company participation, medical/dental benefit plan, Company vacation plan, ESOP”

The position is a second position in the shipping department, where the new employee will work with the present shipper/receiver.

Job Description:

- Receiving: receive & verify & distribute incoming shipments.
- Shipping: Pick, or receive from other departments, goods to be shipped. Verify & prepare (protect, package and/or crate, weigh) outgoing goods, using shipping schedule and liason with Inside sales Dept. Assemble (sometimes design) wooden or carboard containers as required.
- Arrange outgoing shipments with carriers, prepare Bills of Lading and all paperwork for domestic & international shipments, Shippers Letter of Instruction (Int'l), Commercial Invoices (Int'l), NAFTA Cert. of Origin, etc.
- Update company records re receiving shipping via computer inputs on company software.
- Operate equipment such as fork lift truck, pallet jacks, and wheeled carts, to unload, load and place material in inventory.
- Perform cycle counts of inventory regularly as directed.
- Evaluate and help negotiate common carrier services.

Qualifications/Skills:

- Receiving, stocking and stacking.
- Pulling, packing, and loading.
- Good written and verbal communication skills.
- Strong sense of time organization and urgency.
- Able to work independently and within a team.
- Build and repair small crates and skids.

Education, Experience:

- High school diploma, GED or equivalent.
- 6 months logistics experience

About Manufacturing:

Responses should include a complete resume including education achievements, and work history, and salary expectations.
Company is an established manufacturer with domestic and international customers.