



JOB DESCRIPTION

Job Title: Shipping Clerk

FLSA Status: Non-exempt

G3 Plant: Mosinee

Reports To: Shipping/Receiving
Manager

Department: 710

Job Code:

Scope: Under the direction of the Shipping/Receiving Supervisor, packs and prepares customer orders for shipping, receives material and equipment, and loads and unloads trucks according to established procedures and shipping regulations, meeting customer delivery requirements.

Principle Duties and Areas of Responsibility:

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities as management may deem necessary.

- › Pick orders from stock or from staging area.
- › Prepare product for shipping to customers.
- › Ensure customer order and product match; box, crate, shrink-wrap as necessary.
- › Contact common carriers and schedule pick-ups, ensuring the meeting of customer delivery requirements.
- › Load trucks with outgoing products and unload trucks with incoming materials.
- › Inspect materials and ensure bills of lading are correct.
- › Verify the quantity and quality of material received.
- › Place incoming materials into storage.
- › Pull materials from storage and deliver to production as needed.
- › Operate a bander to band boxes to be shipped.
- › Affix completed address label and any other special labels required for the handling of material and specified by the carrier
- › Complete and maintain all required paperwork.
- › Maintain departmental housekeeping standards.
- › Process recycled products.

Education:

- › Requires education generally equivalent to a high school diploma and one to three months related experience to become familiar with equipment and processes.



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Skills and Abilities:

- › Ability to read and comprehend simple instructions, short correspondence, and memos.
- › Ability to write simple correspondence.
- › Ability to effectively present information in a one-on-one and small group situations to customers, clients, and other employees of the organization.
- › Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- › Ability to compute rate, ration, and percent and to draw and interpret bar graphs.
- › Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Physical Requirements:



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Physical Activity

On the job the employee must:

- (F) Bend (F) Sit
 (F) Squat (F) Stand
 (O) Crawl (F) Walk
 (O) Climb (F) Push/Pull
 (F) Kneel
 (F) Handle objects (manual dexterity)
 (F) Reach above shoulder level
 (F) Use fine finger movements
 (F) Repetitive movement
 () Other _____

Must carry/lift loads of:

- (F) Light (up to 25lbs.)
 (F) Moderate (25-50lbs.)
 (O) Heavy (over 50lbs.)

Physical Exposure

On the job the employee:

- (F) Is exposed to moderate or excessive
 (circle) noise
 (F) Is around moving machinery
 (F) Is exposed to marked changes in
 temperature and/or humidity
 (F) Is exposed to dust, fumes, gases,
 microwave, Other _____ (circle)
 (F) Drives motorized equipment
 (F) Works in confined quarters
 (N) Unprotected heights
 () Other _____



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Physical Ability:

Acceptable Minimum

Vision: Good Poor Blind

Color Vision: Normal Impaired

Hearing: Normal Moderate Loss Deaf

Talking/Speech: Good Fair Mute