

Position

Shipping & Receiving Clerk

Location

Blaine, MN

Description

The Shipping & Receiving Clerk positions perform a variety of tasks within the company including but not limited to: shipping, receiving, material handling and inventory control.

Essential Functions

- Schedules shipments with Freight companies to assure pickup and delivery as required.
- Uses computer systems and database programs to carry out data entry, shipping, receiving, and stocking operations.
- Receives and inspects external packaging of all incoming shipments.
- Takes finished orders after final QC inspection and packages them as required. Determines the most cost efficient packaging of items (e.g., palletizing or individual packages).
- Prepares packing slips, bills of lading and other shipping documentation as necessary
- Pull parts from inventory to package and ship to customers
- Cycle counts itemized inventory when instructed.
- Maintains a safe and clean work environment by keeping shelves, shipping/receiving area and workstation organized.
- Maintains inventory of shipping and receiving supplies.

Skills & Abilities

This position requires an individual with the following skills/attributes.

- High School Diploma/ GED or equivalent experience.
- Basic math skills.*
- Basic computer skills.*
- Good communication skills (oral, writing and reading)
- Prior experience in a distribution or packaging center preferred.

Contact

Submit resume to: hmn@daytonrogers.com