

**Location:**

Dayton Rogers of South Carolina: Columbia, SC

Shipping / Receiving Clerk

The ideal candidate will exhibit high standards, ability to take initiative, and prioritize daily tasks. Looking for a personable, lighthearted individual with drive to work hard. Looking to fill position quickly!

Responsibilities:

- Ship and receive product to and from customers and outside vendors.
- Coordinator vendors, trucklines, and couriers for pickup of parts and follow up.
- Ensure that the parts are packed properly, with correct quantity counts.
- Ensure that parts are sent to the correct vendors by following the work order.
- Consistently pack parts to protect the integrity of the parts in transit.
- Able to understand and execute instructions from department leads.
- Use scales to ensure proper part count for part shipments.
- Ensure proper paperwork is submitted/retained with each delivery.
- Receive and enter inventory for purchased parts & consumable items.
- Able to drive forklift.

Qualifications:

- Ability and willingness to learn.
- Flexible to cross-training and perform tasks in multiple departments as needed.
- Good written, oral and phone communication skills.
- Previous experience with creating BOL for UPS, FEDEX, LTL a plus.
- Work in a team-oriented environment.
- Computer proficiency.

Base Pay Range: \$15 - \$18 hourly

**To Apply Please Scan QR Code
Or Visit:**

<https://www.surveymonkey.com/r/DRPoster>

