



United Surface Finishing

Shipping and Receiving Clerk (M-F 8:30a-5p)

Job Summary

The shipping and receiving clerk is responsible for ensuring accurate documentation and approval of all shipments arriving and leaving United Surface Finishing. This employee will support the other staff by completing the following duties:

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Operates lift trucks or hand trucks to convey, move or hoist materials to proper departments or areas.
2. Unpacks, examines and routes incoming shipments, rejects damaged items, records shortages, and corresponds with shipper to rectify damages and shortages. Receives and processes all defective parts returned for replacement or credit.
3. Documents required information for each shipment and turns in the final shipment paperwork to the office for processing.
4. Maintains inventory of shipping materials and supplies.
5. Performs all computer functions necessary to track various aspects of goods.
6. Responsible for making arrangements for pick up by the carrier specified on the customer's purchase order, which is conveyed to the shipping clerk by final inspection via the shipping instructions.
7. Responsible for keeping an adequate supply of shipping materials on hand at all times.
8. Maintains the work area and equipment in a clean and orderly condition and follows prescribed safety regulations.
9. May be required to make pick-ups and deliveries to our suppliers for parts and raw materials using a company vehicle.

Required Education and Experience

1. Minimum of a high school education and one year of plant-related experience in shipping and receiving.
2. Ability to read and write English, follow verbal instructions and use simple math.
3. The ability to accurately count, measure, and record information regarding any parts to be shipped or received.
4. A valid driver's license and a good driving record.
5. Licensed forklift truck operator.



Other Duties

This position is has a comprehensive set of duties that are made clear in the work environment. This description is not intended to cover every aspect of the employee's roles and responsibilities. Duties may be added to this list at any time.