**Job Description**

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| **Title** | Shipping Clerk |  | **Location**  Richmond | 10 - Canada |
| **Department** | 411000 - OPS FL Demand Mgt Logistics |  | **Reporting To** | Warehouse Manager |
| **Created Date** | December 4, 2015 |  | **Type of Hire** | Permanent Full-Time |
| **Revision Date** | June 1, 2017 |  | **Job Category** | Non-Exempt |
| **Version** | V. 1 |  | **Direct Reports** | Yes  No |
|  |  |  |  |  |

**Primary Duties and Responsibilities**

* Picking and packaging, completed orders into shipping boxes
* Replenishment and performing inventory inquiries
* Responding to internal and external inquiries via email and phone when required
* Coordination with the Order Management Team on same day expedites
* Maintaining a clean and organized work area
* Filing all shipping related documents daily
* Adhering to the Company’s safety policies and procedures, as well as those set out by WorkSafeBC
* Other duties as assigned

**Qualifications** *(indicated preferred or required)*

**Experience:**

* 1-2 years’ experience in a similar shipping role
* Experience with UPS shipping system is desirable

**Knowledge, Skills & Abilities:**

* Acute attention to detail is required
* Ability to lift up to 50 Lbs
* Forklift certification and experience operating a stand up forklift is an asset
* Strong verbal and written communication skills
* Good computer skills including Microsoft Word, Excel and Outlook is an asset
* Self-motivated team player capable of multi-tasking in a fast paced work environment
* Abiding by Company guidelines
* Ability to read, write, and speak English

**Other Items (ie. travel):**

* Forklift certification and experience operating a stand up forklift is an asset

**Direct Reports** (*List position titles of direct reports)*

* N/A

**Working Conditions** *(ie. lifting, standing for long periods)*

* Warehouse environment