

**Position – 1st Shift Shipping Clerk
Full-Time, Rotating 2 Week Shift**

OVERVIEW: Primary responsibilities involve the administrative, organization and system handling of inbound receipts and outbound shipments. Individual will communicate directly with the customer and internally with warehouse operations to ensure customer needs are satisfied.

REPORTS TO: Shipping Clerk (Lead) – Black Warehouse Office

WORK HOURS: 1st Shift – Rotating 2 week Schedule: 5:30am to 5:30pm
Work every other weekend

DUTIES AND RESPONSIBILITIES:

- Regularly communicate with and respond to customer calls and emails
- Assist drivers with directions to facility as necessary
- Receive material into Warehouse Management System (WMS)
- Generate and process orders in the WMS
- Verify inventory on-hand is sufficient to fill orders and notify customer of shortages
- Ensure proper rotation of inventory and that product sent to customers has adequate dates
- Prioritize, print, distribute, and collect paperwork for the dock to receive or load-out trucks
- Reassign inventory as requested by warehouseman
- Review Bill of Ladings (BOLs) for accuracy and print as requested by warehouseman
- Scan completed paperwork to customer as required
- Serve as the point of contact for drivers arriving at facility
 - a. Issue driver paperwork
 - b. Confirm driver paperwork and shipment number
 - c. Confirm driver appointment time
- Record and review receipt and shipment/load details in WMS system to ensure accuracy and close out transactions as loads are complete
- Process and send electronic data interchange (EDI) communication as necessary to customer
- Organize and file completed paperwork
- Assist with reconciling inventory and correcting discrepancies
- Assist operations with locating missing pallets
- Import/export files to/from Excel to alleviate data entry and for analysis
- Confirm transaction charges on transactions are accurate
- Reconcile mid-month and month-end repack invoices
- Complete mid-month and month-end billing reconciliations and detail for both the distribution and freight services we provide
- Covering on-call responsibilities (ability to work remotely as needed) on scheduled weekends when no clerk is in the office



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Position – 1st Shift Shipping Clerk

PRIOR WORK RELATED EXPERIENCE REQUIRED:

1. A minimum of two years experience working with an enterprise-level software package
2. A minimum of three years experience with Microsoft Office (Word, Excel, Outlook)
3. Experience with electronic data interchange (EDI) a plus (not required)

MINIMUM QUALIFICATIONS REQUIRED:

1. High school diploma or GED equivalent
2. Organizational - ability to administer, organize, and file paperwork
3. Communicative - ability to effectively and efficiently communicate via email and the telephone
4. Computer Literacy – ability to operate a computer and willingness to learn and utilize InterChange’s warehouse management system software
5. Multi-Tasking Capability – ability to handle more than one task at a time
6. Computer with acceptable internet connectivity to log into InterChange WMS system remotely as required

WORK SCHEDULE EXAMPLE:

| Week 1 (5:30am to 5:30pm) | Week 2 (5:30am to 5:30pm) |
|------------------------------|------------------------------|
| Monday – On | Monday – Off |
| Tuesday – On | Tuesday – Off |
| Wednesday – Off | Wednesday – On |
| Thursday – Off | Thursday – On |
| Friday – On | Friday – Off |
| Saturday – On | Saturday – Off |
| Sunday - On | Sunday - Off |