



## **Shipping Clerk**

Heartland Label Printers is currently seeking a Shipping Clerk. Heartland Label is a leading manufacturer and distributor of labels and other packaging-related items. We service distributors with both stock and custom labels. Heartland Label has a facility in Little Chute, WI and Rancho Cucamonga, CA.

A Shipping Clerk verifies and keeps records on incoming and outgoing shipments, and prepares items for shipment.

### **Job Duties:**

- Examine contents and compare with records, such as manifests, invoices, or orders, to verify accuracy of incoming or outgoing shipment.
- Prepare documents, such as bills of lading, and shipping orders to route materials.
- Record shipment data, such as weight, charges, space availability, and damages and discrepancies, for reporting, accounting, and recordkeeping purposes.
- Determine shipping method for materials, using knowledge of shipping procedures, routes, and rates.
- Deliver or route materials to departments, using work devices, such as handtruck, conveyor, or sorting bins.
- Confer and correspond with establishment representatives to rectify problems, such as damages, shortages, and nonconformance to specifications.
- Requisition and store shipping materials and supplies to maintain inventory of stock.
- Contact carrier representative to make arrangements and to issue instructions for shipping and delivery of materials.
- Other duties as assigned.

### **Requirements:**

Education: High School Graduate or General Education Degree (GED).

Experience: No prior experience necessary.

- Ability to perform work accurately and thoroughly.
- Ensure excellent attendance and timeliness.

Please apply by sending your resume to [resumes@hrtlp.com](mailto:resumes@hrtlp.com) or mail to the address below:

Heartland Label Printers  
c/o Human Resources  
1700 Stephen Street  
P.O. Box 347  
Little Chute, WI 54140

Heartland Label Printers, LLC / Avastone Technologies, LLC is an equal opportunity employer. Employment decisions are made on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, weight, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.