



## Shipping Clerk

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**Department:** Shipping

**FLSA Status:** Non-Exempt

**Job Status:** Full Time

**Work Schedule:** Monday-Friday

**Reports To:** Plant Manager

**Positions Supervised:** None

**Amount of Travel Required:** No travel

### POSITION SUMMARY

Pick orders with accuracy and prepares goods for shipment. Responsible for putting away finished goods and filling bin locations for orders. Processing UPS and FedEx ground shipments. Create bills of lading and load outbound shipments. Other warehouse assigned tasks.

### REASONABLE ACCOMMODATIONS STATEMENT

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

### ESSENTIAL FUNCTIONS

- Understand and support the company's Core Values.
- Adhere to the mandatory Safety requirements.
- Use order picker, standup and sit-down forklifts efficiently and safely.
- Completes a Forklift Operators Checklist prior to operating equipment and reports any unsafe conditions that exist.
- Prepares, wraps and loads the daily orders.
- Operate forklifts to put finished goods away in bins and fill primaries.
- Verify finished goods coming from production.
- Work with the Production Dept. and front Utility with finished goods for accuracy.
- Process UPS and FedEx ground shipments.
- Prepare bill of lading on daily shipments.
- Run all the end of day shipping reports.
- Verify outgoing finished goods prior to loading.
- Record all shipping information into the computer system.
- Work with receiving on staging raw material.
- Inform Plant Manager of any discrepancies on any finished goods.
- Able to work weekends when needed.

- Perform cycle counts on finished goods.
- Assist with yearly physical inventory.
- Excellent multitasking and problem solving skills.
- Ability to become certified Heartland PIV trainer.
- Ability to learn a new ERP System.
- Ensure proper operating procedures (SOP's) are followed.
- Perform daily cleanup of debris and dust in warehouse to keep a safe work area.
- Other duties as assigned by supervisors or leads.

**POSITION QUALIFICATIONS**

**Competency Statement(s):**

- Accountability – Ability to accept responsibility and account for his/her actions.
- Accuracy- Ability to perform work accurately and thoroughly.
- Detail Oriented – Ability to pay attention, monitor, and communicate the minute details of a project or task.
- Safety Awareness – Ability to identify and correct conditions that effect employee safety. Follow established safety procedures and report any accidents ASAP.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Communication, Oral –Ability to communicate effectively with others using the spoken word.
- Communication, Written – Ability to communicate in writing clearly and concisely.
- Mathematical – Ability to understand and perform basic math skills.

**SKILLS & ABILITIES**

- Education: High School Graduate or General Education Degree (GED)
- Experience: 1-2 years material handling. Warehousing and tow motor experience a plus.
- Computer Skills: Basic computer skills
- Certifications & Licenses: forklift certified

**PHYSICAL DEMANDS**

<i>Physical Demands</i>	
Stand	C
Walk	C
Sit	F
Handling/Fingering	F
Reach Outward	F
Reach Above Shoulder	F
Climb	O
Crawl	O
Squat or Kneel	O
Bend	O

<i>Lift/Carry</i>	
10 lbs or less	F
11-20 lbs	F
21-50 lbs	F
51-100 lbs	O
Over 100 lbs	N
<i>Push/Pull</i>	
12 lbs or less	O
13-25 lbs	F
26-40 lbs	O
41-100 lbs	O

Key:

<b>N (Not Applicable)</b>	Activity is not applicable to this occupation.
<b>O (Occasionally)</b>	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
<b>F (Frequently)</b>	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
<b>C (Constantly)</b>	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

**OTHER PHYSICAL REQUIREMENTS**

Vision (Near, Distance, Peripheral, Depth Perception)

Sense of Touch

Ability to wear Personal Protective Equipment (PPE)

**WORK ENVIRONMENT:**

Works in a manufacturing environment and should secure and monitor warehouse to ensure all product is accounted for. The warehouse is a climate controlled environment.

*Heartland Label Printers, LLC is an Affirmative Action/Equal Opportunity Employer of Minorities, Women, Protected Veterans and Persons with Disabilities.*

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

Approval Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Approval: \_\_\_\_\_

Date: \_\_\_\_\_

*The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.*