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## Shipping Clerk

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**POSITION ROLE:** Responsible for the daily preparation, inspection and evaluation of all picking and shipping activities. Add customer value by ensuring that customer orders, pick tickets, labels, ASN's and shipping instructions are prepared in a timely manner and that they are complete and error free.

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### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Sort Customer Orders by Ship Date, verify quantity and part number for accuracy, print pick tickets and labels, call carriers and schedule shipment pick-up and print required labels for assigned shippers.
  2. Use ASN computer system to print required labels and ship EDI orders.
  3. Prepare and match Bills of Lading (BOL's) to out going orders and attach required BOL's.
  4. Picks-up Open Orders Status Report and ensure report is accurate.
  5. Sort customer orders according to due dates, routing requirements and carrier assignments.
  6. Produce and attach shipping labels for customer orders due to ship within the next week.
  7. Distribute pick tickets with labels attached to assigned personnel in the warehouse.
  8. Submit all orders and corresponding documents for orders shipped to Accounting.
  9. Communicate order status, routing issues, carrier failures and shortages to Customer Service.
  10. Answer Phones and handle Lobby traffic
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### STANDARD RESPONSIBILITIES:

1. Follows all company safety and security rules.
  2. Reports unusual conditions or problems to Supervisor.
  3. Practices good housekeeping and organization. (5S)
  4. Follows company dress code and rules of conduct.
  5. Be a courteous and professional team player.
  6. Performs other related duties as assigned by supervisor.
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### DESIRED EDUCATION & EXPERIENCE:

1. High School Diploma /GED
2. 3 months of related work experience
3. Technical Skills
  - a. Basic computer skills
  - b. Software: Excel, Word, Outlook

Apply for this position:

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