

SHIPPING & RECEIVING CLERK

Job Description

As a shipping & receiving clerk this position is responsible for all incoming and outgoing materials as well as documentation and inventory of all materials

Position: Shipping & Receiving Clerk

Drug Test: Yes

Type of Company: Manufacture

Background Check: Yes

Rate of Pay:

Physical: Yes

Hours per week: 40

DMV: No

Location: Stockton

Schedule: Monday – Friday 7:30am-3:30pm

List of Tasks the person will be trained on performing:

1. Maintains shipping and receiving inventory and maintains inventory records
2. Deliver parts to sub assembly stations and main line

List of Equipment the person should be familiar with or will have to utilize while performing job tasks:

1. Has knowledge of commonly-used concepts, practices, and procedures within a particular field
2. Requires a high school diploma or equivalent
3. 2+ year's experience working in shipping and receiving.
- 4.
- 5.

Type of Training to be received while working through SCAP-SE:

1. Assembles orders and prepares goods for shipment.
2. Records shipment data, including weight, charges, and space availability
3. Receives and unpacks materials and supplies
4. Reports damages and discrepancies for accounting, reimbursement and record-keeping purposes
5. Completes shipping and receiving reports