

# Shipping and Receiving Clerk (PINELLAS PARK)

## Shipping and Receiving Clerk

The ideal candidate will have experience with shipping and receiving procedures for a manufacturing environment. Daily tasks involve the handling, packaging, loading, unloading of products and shipments using carts, hand trucks, and forklifts. The position requires attention to detail in order to monitor and track shipping schedules and on time delivery dates. Experience with UPS, FedEx software a plus.

This is a full-time benefited position with a Monday to Friday, 45 hour work week.

### Primary Responsibilities:

- Be familiar with USP, FedEx and other ground carriers shipping procedures and regulations
- Load and unload shipments from UPS, LTL carriers, and vendor trucks using carts, hand trucks, forklift, etc.
- Assist in shipping & receiving, as well as stockroom organization and efficiency
- Maintain inventory control and inventory accuracy
- Organize stockroom, maintain inventory stocks
- Receive production parts from vendors
- Maintain shipping documentation

### Required skills:

- Must have shipping and receiving experience
- Must be able to lift 50 lbs.
- Must be forklift trained and certified - can be part of the training process
- Must have proficient computer and technical skills including MS Office especially Excel
- Must be able to prioritize, analyze and plan for schedule changes
- Self-directed, focused, organized and task driven
- Able to understand interactions between shipping roles and production environments
- Goal oriented with the passion and ability to drive continuous improvement
- Have excellent communication skills both written and verbal
- Enjoy working in a very fast, constantly changing work environment
- Have a positive “can do” attitude

### Education and Work Experience Requirements:

- Must be a U.S. citizen
- High School diploma or equivalent

- Resume, job references and pre-employment drug screening required
- Valid U.S. Drivers License