



# NORTHEAST LABORATORY SERVICES

## Job Description

<b>Job Title:</b>	<b>SHIPPING/RECEIVING CLERK</b>
Department:	Shipping
Reports to:	Shipping Supervisor
Schedule:	Monday – Friday (or to be determined by Supervisor) & overtime as needed
FLSA Status:	Non-exempt

### **Summary of Duties & Responsibilities:**

Responsible for picking, packaging and shipping orders, inventory transactions and receipt of goods.

### **Essential Duties & Responsibilities:**

- Selects items as indicated on packing list to fill orders.
- Organizes and packages items for shipping.
- Processes orders through automated shipping systems.
- Assists employees with inventory issues.
- Assists with customer calls.
- Receives, processes, and distributes incoming materials following established SOP.
- Processes inventory transactions, work orders and shipping orders into Fourth Shift.
- Validates and codes freight invoices.
- Contacts freight companies for scheduling.
- Possess a valid hazmat certification for air and ground hazmat (or willing to obtain one within a reasonable time from hire date).
- Performs additional duties as required.
- Performs all duties in accordance with established safety guidelines.

### **Physical Demands:**

Able to tolerate temperature extremes for moderate amounts of time and stand for extended periods.

### **Supervisory Responsibilities:**

This position has no supervisory responsibilities.

### **Minimum Qualifications:**

Education: High school diploma or GED equivalent.

Experience: One (1) year shipping/receiving experience preferred.

Other: Valid driver's license and insurable.

Must possess good computer and customer relation skills.

Good computer skills.

Able to operate powered industrial trucks.

Must pass pre-employment physical to include vision, grip strength testing and lift 40 lbs. to chest height.