



Shipping Clerk

Duties:

- Process sales orders for customers
- Pull correct parts per sales orders
- Review customer shipping requirements and perform tasks to accomplish requirements
- Handle and pack outgoing shipments per customer or OMAX Corporation requirements
- Frequently lift and carry boxes from 10 lbs. to over 50 lbs.
- Practice material handling procedures whenever possible
- Draw and stage inventory against “Sales Orders”, “Work Orders” and “Materials Requisition”
- General maintenance and housekeeping, including maintaining warehouse supplies
- Assist warehouse supervisor in coordinating shipping details with freight carriers
- Provide shipping information to Customer Service, Sales and Marketing personnel on an as-needed basis
- Perform activities in all areas of material distribution, including receiving and pulling parts for production
- Drive company trucks for local deliveries and pick-ups. Move inventory from warehouse to storage
- Assist in cross training other warehouse personnel
- Perform all other duties as deemed necessary by the department manager or supervisor

Qualifications:

- High School diploma or GED equivalent
- Minimum one-year experience as a clerk in inventory or warehouse, preferably in an original equipment-manufacturing environment
- Prior experience in international shipping including generating the proper documentation
- Requires working knowledge of computers and operating various shipping systems such as UPS and Fed Ex
- Experience with MRP systems specifically in inventory transaction and inventory control
- Ability to operate forklift
- Must hold valid driver’s license
- Basic knowledge of Kanban principles