

Job Title: Shipping Clerk
Department: All Departments
Wage Classification: Hourly

Revised Date: 3-30-21

JOB SUMMARY

Demonstrates mastery of shipping domestic and international customer orders by small package delivery services and by common carriers. Performs all duties related to organizing, compiling, and correctly packing/packaging the shipping of goods and materials.

GENERAL EMPLOYMENT REQUIREMENTS

- High school diploma or GED
- 1-2 years previous shipping and receiving experience.
- Previous inspection experience with a critical eye for detail and minor problem-solving skills.
- Able to read and write legible with basic math skills as defined by company standards.
- Basic computer knowledge and ability; Microsoft Excel, Word & Outlook.
- Ability to use and operate a scale correctly.
- Ability to obtain and keep current a forklift license certification.
- Ability to gain knowledge and understanding of RAMI company safety rules and procedures, quality process and procedures.
- Ability to gain knowledge and understanding of RAMI products, processes, and customer requirements.
- Capable of working in a fast-paced manufacturing environment.
- Excellent communication skills and possess a high-level accuracy in all work and error free work.
- Highly dependable, motivated, and self-driven with excellent attendance.
- Ability to follow, understand and strictly abide by the Work Instructions. (WI).
- Ability to learn and process transactions in ORACLE/NETSUITE software.

SPECIFIC JOB FUNCTIONS

Following are some of the principal job functions, however, other duties and activities may be required in performance of this job:

- Process packing slips timely, meeting required customer and company/department deadlines.

- Schedule pick-ups with transportation companies via phone or internet.
- Stages orders throughout the workday for completion of shipment.
- Performs initial dock audit.
- Responsible to load all outbound shipments on trailers.
- All 5S and required house-keeping duties including but not limited to; sweeping, cleaning, area clean up and organization, keeping racks, bins and warehouse floor organized and in a safe manner.
- Any additional duties that have not been specifically stated, but which may be assigned and those that are logically and properly inherent to this position.
- Demonstrates mastery in shipping domestic and international customer orders via UPS, FedEx, DHL, & LTL. Achieves fluency in navigating carrier software and websites to prepare shipping labels, customs documentation, certificates of origin, and commercial invoices.

Achieves understanding and proficiency in all matters of international shipping, including U.S. Customs & Border Protection requirements for exporting goods and U.S. Department of Commerce requirements for preparing a Shippers Export Declaration. Acquires a thorough knowledge of RAMI's Manufacturing Resource Planning software for tasks required to ship customer orders, and handling inventory.

PHYSICAL REQUIREMENTS:

- Work is generally performed in a production plant warehouse setting.
- While performing duties of this job, the employee will regularly; sit, stand, walk, reach, bend, twist and occasionally will be required to stoop, kneel, lift or move objects of 50 pounds or less with or without assistance.

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. The employee is occasionally exposed to a variety of extreme conditions. The noise level in the work environment can be loud.

Reasonable accommodations may be made to enable individuals with disabilities to perform the specific job functions.