

# TOOLCRAFT INC. JOB DESCRIPTIONS



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## POSITION TITLE:

### **Shipping / Receiving Clerk**

**POSITION SUMMARY:** The Shipping/Receiving Clerk reports to the Shipping/Receiving Lead and is responsible for daily shipping tasks.

**JOB DUTIES** – include, but are not limited to,

- Handle and package parts to ensure quality per work order and quality procedure.
- Receive outside processes.
- Create pack slips and any other shipment documentation.
- Maintain finished goods inventory and perform monthly stock checks.
- Maintain shipping supply stock.
- Keep shipping/receiving area clean and organized to promote a safe and efficient work environment.
- Promote continuous process improvement through daily involvement in shop activities and by communicating effectively with all staff members.
- Operate forklift as needed.

**REQUIRED SKILLS** – The Shipping/Receiving Clerk will:

- Perform all duties under the highest ethical standards.
- Possess strong organizational and communication skills.
- Proficient at basic math.
- Possess knowledge of Microsoft Office and Outlook.
- Maintain a strong understanding and acceptance of the company quality management system and relating procedures.

## EXPERIENCE:

Work experience in manufacturing environment preferred but not required.

## EDUCATION/CERTIFICATIONS:

High school diploma or equivalent within 2 years of hire date.

Other education as required to perform the skills listed above.