

## Full Job Description - Shipping and Receiving Clerk

We're looking for someone to fulfill a full-time shipping position.

### Responsibilities include, but are not limited to:

- Shipping products from our warehouse daily using UPS Worldship and FedEx Shipping Manager software. Including picking, boxing, labeling, and verifying shipments. Also, entering order information into our accounting software and printing packing slips.
- Shipping outbound freight, including stacking and wrapping pallets.
- FIFO (First in, first out) inventory management, sorting inventory daily, and re-stocking picking shelves with palletized products.
- Maintaining warehouse cleanliness, sweeping, breaking down boxes daily, sorting boxes, and organizing supplies.
- Weekly inventory counts and monthly comprehensive physical counts.

### These skills are a must:

- Ability to lift 50lbs consistently
- Ability to read and write
- Stand on your feet for 8 hours a day

### Knowledge or experience with the following items is a plus:

- Stacker (push forklift) experience
- FIFO inventory management experience
- FedEx and UPS shipping software experience
- Scheduling freight shipments (DHL, UPS, etc.), filling out BOLs accurately and thoroughly
- Basic Excel and Word experience

**Ability to commute/relocate:** Tualatin, OR 97062: Reliably commute or planning to relocate before starting work (Required)

**Education:** High school or equivalent (Preferred)

**Shift availability:** Day Shift (Required)

**Work Location:** In person

### Benefits:

- 401(k)
- 401(k) matching
- Dental Insurance
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Vision insurance

### Schedule:

- 8-hour shift
- Day shift
- Monday to Friday
- No weekends