

Small Package–Shipper

Department: **Shipping**

Organization: This position reports to the Shipping Supervisor. This position follows the directions of the Shipping Lead according to the orders being fulfilled.

Accountability: This position is responsible for executing the daily functions of package shipping to include the checking of orders, shipping and using Clippership. Works to ensure all orders are shipped on time and done so in the most efficient and correct manner. This position must review all special instructions supplied to us by the customer during the shipping process and verify the correctness of each order.

Responsibilities:

- Ship orders according to the instructions on the Pick Slip
- Verify the packed orders for correctness.
- Ensure all orders are packed and shipped accurately in the most efficient manner.
- Notify Supervisor or Shipping Lead of any supplies needed for shipping functions.
- Ensure checked orders packed properly according to the Pick Slip
- Ensure all appropriate serial numbers scanned to the correct order.
- Follow all special instructions for orders and labeling requirements without error.
- Perform any other task assigned by Supervisor
- Maintain personal discipline

Qualifications: Education: High School graduate or equivalent (minimum)
Experience: Shipping small pack preferred

Knowledge / Skills:

- Understand shipping process and be able to create BOLs
- Understand and execute the shipping of small pack through Clippership.
- As Picker, maintain license for both the picker and forklift
- Must be able to use proper techniques to lift 50 lbs.
- Must be detail oriented.
- Able to read and count accurately, do simple math, and write legibly.
- Gain proficiencies needed to operate the scan gun in the RF-Smart environment
- Must have ability to follow directions.
- Have a strong understanding of the product we ship
- Be able to correct others' packing mistakes