



POSITION DESCRIPTION

CLEARFIELD, INC.

POSITION TITLE: WAREHOUSE SHIPPER

POSITION OBJECTIVE:

Packages and prepares for shipment all outgoing product and prepares all paperwork for invoicing in a timely manner that meets or exceeds company expectations for service, quality, and safety.

POSITION RESPONSIBILITIES.

1. Boxes and palletizes products in compliance with company procedures for service, safety, and adherence to ISO requirements, verification process of part number, quantity against packing slip and pick ticket.
2. Prepares shipping systems and carriers to maximize timely, safe delivery of all customer product at most effective cost, including.
 - UPS WorldShip, FedEx, and Priority Courier
 - Prepare and process paperwork for all shipments including bills of lading, letters of instruction, labels, and commercial invoices for international orders.
 - Enters order confirmation on shipments so invoices can be initiated.
 - Alerts Warehouse Supervisor of supplies needed: boxes, tape, and other supplies.
3. Service will-call customers
 - Process shipping manifest and confirmations
 - Process freight billing, invoice preparation in shipping and computer procedure.
4. Fill pick lists and work orders from inventory with consideration for:
 - Customer order priority
 - Special Order comments
 - First in – First out
 - Quality check, matching items to description (part number) and quantity
5. Maintain timely, positive communications with all internal and external customers
 - Provide courteous, professional service to will-call customers.
 - Foster a positive work climate with all coworkers
6. Keep workstation and department area neat and clean at all times.
 - Sweep floors, empty trash, and break down boxes for recycling on a daily basis.
 - Good Housekeeping standards maintained.
7. Performs all other duties as apparent or assigned.

KEY REQUIREMENTS:

Familiarity with Microsoft Platform

Two years of prior experience in manufacturing shipping environment

Forklift Certification

Ability to stand and walk throughout an eight-hour shift.

Ability to lift up to 40 lbs. on a repetitive basis.