

Shipping & Inventory Clerk Job Description

Position Title

Shipping & Receiving Clerk

Position Summary

The Shipping & Receiving Clerk is responsible for managing incoming and outgoing shipments, maintaining inventory accuracy, handling stock organization, and supporting general warehouse cleanliness and operations. This position also assists the supervisor with daily operational tasks to ensure efficient workflow and a safe, organized work environment.

Essential Duties and Responsibilities

Shipping & Receiving

- Receive, inspect, and verify incoming shipments against packing slips and purchase orders.
- Prepare outgoing shipments, including packaging, labeling, and scheduling carrier pickups.
- Load and unload deliveries safely and efficiently.
- Maintain shipping and receiving records and documentation.
- Report damaged or missing materials to management promptly.

Inventory & Stock Handling

- Organize and maintain inventory in designated storage areas.
- Assist with inventory counts, cycle counts, and stock audits.
- Monitor inventory levels and notify supervisors of low stock or discrepancies.
- Move materials and supplies throughout the facility as needed.
- Ensure proper stock rotation and material handling procedures are followed.

Facility Maintenance & Housekeeping

- Perform daily trash and recycling removal throughout the facility.
- Maintain cleanliness and organization of warehouse and work areas.
- Operate floor cleaning equipment and perform routine floor maintenance.
- Help maintain a safe work environment by following housekeeping and safety procedures.

Additional Support Duties

- Assist supervisors and other departments with various operational tasks as assigned.
- Support special projects, warehouse organization, and general labor activities.
- Follow company policies, procedures, and safety regulations at all times.

Qualifications

- High school diploma or equivalent preferred.
- Previous shipping, receiving, warehouse, or inventory experience preferred, but not required.
- Basic computer skills.
- Strong organizational and communication skills.
- Ability to work independently and as part of a team.

Physical Requirements

- Ability to lift and move up to 50 pounds regularly.
- Ability to stand, walk, bend, and perform physical tasks throughout the shift.
- Comfortable working in warehouse environments.

Work Environment

- Warehouse and manufacturing setting.

Reports To

Manufacturing Supervisor