

Job title:	Shipping & Receiving Clerk
Department:	NI Americas
Location:	North America/Houston office
Supervisor:	Purchasing & Logistics Manager
FLSA:	Non-Exempt

JOB DESCRIPTION

Job purpose:

Works in warehousing of goods. Process orders, post-handoff from the sales team, and ensure that timelines for delivery are met, required documentation is in place, and that orders are fulfilled accurately. Responsible for making sure supplies, stock, materials, packages, and/or products are processed through the delivery and/or warehouse system efficiently and safely.

Duties and responsibilities:

- Organizing and managing inventory, storage, and transportation.
- Facilitate the shipping of products from one destination to another by arranging transportation and orchestrating deliveries to meet customer demand with little to no delay
- Prepare loads for shipments
- Oversees inventory of goods, making sure inventory is kept at optimal levels and recommending stock purchases when needed
- Manages activities throughout the order fulfilment and transportation cycle to make sure established deadlines and requirements are met.
- Continually reviews freight costs and transportation rates, to keep costs down where possible
- Communicate with sales reps via ticketing system, providing updates on orders
- Support the sales team with quote generations, RFQ response, and project coordination activities as it relates to freight.
- Check-in, inspect, receive, label and stock inbound inventory items
- Process cycle counts weekly and monthly in coordination with logistics group requirements
- Meet all month-end and year-end deadlines as assigned by management
- Follow import / export guidelines and regulations for all international shipments
- Operate a forklift or pallet jack to load, unload and move item as needed.
- Takes steps to avoid quality control issues
- Locates, pulls and packages requested supplies, equipment, and other materials to accurately fill orders.
- Follow all safety policies and procedures
- Ensure area is always kept clean and organized to avoid safety issues
- Sweep warehouse and dispose of warehouse trash daily
- Perform other duties as assigned by direct management

Qualifications:

- High school diploma/GED required.
- 3-5 years of related logistics operations and order processing experience
- Willingness to embrace change, and strive for personal development and advancement
- Strong understanding of the Microsoft Office product suite
- Ability to learn job-specific computer software applications.
- Ability to plan, prioritize, and organize work. Good Time Management.
- Proficiency in logistics software.
- Strong analytical and problem-solving skills
- Strong written and verbal communication skills
- Ability to work in a fast-paced work environment
- Ability to work effectively as both an individual and as part of a team
- Working knowledge of legal regulations and ISO requirements.
- A willingness to embrace and live the core values of Network Innovations.
- Understanding of quality management principles
- Attention to detail
- Ability to analyze data and understand connections
- A willingness to embrace and live the core values of Network Innovations.

Direct reports:

- N/A

Working conditions:

This position operates in a professional office and warehouse environment during normal business hours. There may be times when the employee is required to work outside of normal business hours. Varies from a climate-controlled office setting to work outdoors in temperatures ranging from mild to moderate.

Physical requirements:

This position requires the individual to sit and use a computer for extended periods of time. While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to walk. The employee is occasionally required to stand; use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 60 pounds. An employee also is regularly required to stoop, kneel, bend, crouch or crawl, climb or balance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus.

Disclaimer Statement: This job description lists the essential functions of the position and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed above provided that such duties are characteristic of that classification.