

<b>Job title:</b>	Shipping & Receiving Clerk
<b>Department:</b>	NI Americas
<b>Location:</b>	North America/Houston office
<b>Supervisor:</b>	Manager Sales Operations
<b>FLSA:</b>	Non-Exempt

## JOB DESCRIPTION

---

### Job purpose:

Reporting to the Manager of Sales Operations, the Shipping & Receiving Clerk is responsible for preparing outgoing shipments and receiving incoming shipments. Their duties include organizing inventory for easy retrieval as new orders come in, reviewing incoming and outgoing shipment schedules to maintain productive operations and documenting damages to inventory.

### Duties and responsibilities:

- Promptly unloads trucks and deliveries, operating a forklift or pallet jack as needed.
- Inspects and verifies incoming goods against BOL or other documents, records shortages and rejects damaged goods
- Contact transport companies and suppliers to expedite, trace or return merchandise that does not conform to specifications or purchase orders.
- Receive, label and stock inbound inventory items on designated shelves in warehouse
- Locates, pulls and packages requested supplies, equipment, and other materials to accurately fill orders.
- Weigh packages to determine appropriate courier and print labels
- 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
- Ensure that we are providing customers with a quality product and limiting the amount of product damage that is within their control, through process improvements and accountability.
- 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
- Assembles containers and crates, packs goods to be shipped and prepares identifying information and shipping instructions

- Determines method of shipment and prepares BOL, commercial invoices, and other shipping documents
- Follow import / export guidelines and regulations for all international shipments
- Maintains internal record-keeping systems, high volume of data entry into ERP system
- Communicate with sales reps via ticketing system, providing updates on orders in a timely manner
- Support the sales team with quote generations, RFQ response, and project coordination activities as it relates to freight cost, transit time and stock count
- Perform other duties as assigned by direct management or team lead

**Qualifications:**

- 3-5 years of related logistics operations and order processing experience
- High school diploma/GED required.
- Must have FedEx shipping experience, DHL & UPS a plus.
- Experience in international shipping
- Proficiency in logistics software.
- Working knowledge of legal regulations and ISO requirements.
- Understanding of quality management principles
- Strong written and verbal communication skills
- Willingness to embrace change, and strive for personal development and advancement
- Strong understanding of the Microsoft Office product suite
- Arrive and Leave office at scheduled time
- 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 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:**

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and to maintain concentration for an extended period. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed materials and online, and other monitoring devices. Strength: Medium/Heavy – Exert force 50+ lbs., occasionally; 25-50 lbs., frequently; or 10-20 lbs., constantly.

---

**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.