

<b>Job Title:</b> <b>SHIPPING CLERK</b>		<b>Date:</b> MM / DD / YYYY 04/06/2018
<b>Division:</b> Warehousing	<b>Location:</b> Burlington	
<b>JOB RESPONSIBILITIES:</b> (identify the key roles and responsibilities of the job)		

### Safe Work Practices

- Following safety procedures in order to perform all aspects of the job in a safe manner for him/herself and others.
- Wearing personal protective equipment required.
- Participating in health & safety courses, as required.
- Participating in First Aid course.
- Ensure the security of employees and facility.
- Maintain a clean and safe work place.

### Document Processing

- Verifies receipts, records seal numbers from trailers
- Process lift operator paperwork
- Verifies info regarding outbound shipments
- Verifies info re dropped loads
- Have drivers sign bills of lading

### Customer Contact

- Books appointments with carriers and clients.
- Liaise with client's regards inventory status, receipts, orders.
- Create and send reports.

### Computer applications and Warehousing System

- Entering data into the WMS.
- Enters orders, create receipts, run queries.
- Create and maintain excel spreadsheets.
- Periodic work on various office and warehouse software and systems.

### COMPANY KNOWLEDGE AND MUTUAL SUPPORT

- Demonstrate adherence to ISO standards and other best practices.
- Documentation of all processes and tasks for which a function is responsible.
- Demonstrate a high degree of service to and collaboration with other business units.
- Provide support to other department members maintaining a sense of team.
- Provide positive feedback to others when possible; coach others for success.
- Recommend opportunities for improvement of processes and systems as a result of the function performed or based on observations.
- Recommend opportunities for reducing costs.

### Other Duties

- Assisting others in the department as instructed by their supervisor.
- General office duties.
- Check orders.
- Oversee stickering and label process.
- Process goods for shipping with various courier software.

**KEY PERSONAL ATTRIBUTES REQUIRED FOR THE POSITION:** (job-related personal characteristics)

- Accuracy / Attention to Detail
- Planning and Organizing Work to meet Deadlines
- Communicates Effectively
- Working in a Fast-Paced Environment

**EDUCATION, EXPERIENCE and/or TRAINING REQUIREMENTS:**

1 – 2 years experience handling documents related to shipping and receiving  
Experience with a computerized warehousing software system.  
Moderate aptitude re Microsoft Office programs – Word, Excel, Outlook, etc.

**WORKING CONDITIONS:** (unusual level of condition - measured according to duration, intensity and frequency):

<b>Physical Effort</b> (physical activity - lifting, carrying, physical motion)	Normal
<b>Physical Environment</b> (temperature, noise, other environmental or hazardous conditions)	Need to dress accordingly for summer heat and winter cold – temperature within the warehouse within regulatory limits. This position normally works in an office within the warehouse.
<b>Sensory Attention</b> (effect of the job on one or more of the senses)	Normal
<b>Mental Stress</b> (social disruption, increased anxiety/stress)	Normal

**REVIEW / APPROVAL SIGNATURES:**

<b>Prepared by:</b>	<b>Supervisor:</b>	<b>Human Resources:</b>