

KUSTOM SIGNALS, INC.
POSITION DESCRIPTION

Position Title:	Warehouse/Shipping Clerk	Job Grade:
Department:	Material Control	Cost Center: 10209
Supervisor/Manager:	Scheduling/Materials Supervisor	Revised: 12/20

Position Summary:

Package, receive, ship, and perform other warehouse and shipping duties by following established operating procedures.

Education: High school diploma or general education degree (GED)

Experience: One to three months related experience and/or training; or equivalent combination of education and experience.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Required Skills:

- Ability to work as a team player in a fast paced environment, with a strong work ethic, attention to detail, organizational, and listening skills.
- Basic Computer skills and ability to navigate through basic programs.
- Good organizational skills, detailed oriented.
- Strong communication skills, able to prioritize and multitask, and recognize the importance of deadlines.
- Ability to be open to change and the ability to effectively implement change quickly.
- Ability to perform basic mathematical calculations, balance and reconcile figures.
- Ability to read and interpret documents such as safety rules, detailed instructions, and work instructions. Ability to write routine reports and correspondence.
- Self-starter, able to work with minimal supervision and direction

Specific duties and responsibilities:

- Prepare shipping documents and schedule freight pick-ups as required.
- Route freight to provide the most economical transport of goods to meet customer or other requirements.
- Request freight quotes as necessary from established freight providers.
- Prepare products, spare parts, return parts, and other items for shipment following established procedures for packaging, crating, boxing, bundling, wrapping, strapping, and labeling.
- Inspect freight upon arrival, document any signs of damage, and resolve freight claims in a timely manner.
- Pick parts and products from appropriate inventory locations in specified quantities as necessary to fill orders by following established procedures.
- Ship all outbound material, Sales orders, and return authorizations.
- Cycle count inventory according to established guidelines and assist with developing actions to correct inventory problems.
- Complete inventory transactions to receive and issue inventory as required.
- Operate lift trucks, pallet jacks, and other equipment to move parts to proper locations and load and unload freight trucks as necessary.
- Perform any and all duties as assigned by Management.

Equipment To Be Used: Computer, electronic scanner, electronic and manual counting scales, calculator, hand truck, telephone, pallet jack

Typical Physical Demands: Regularly sit, stand, walk, bend, twist, stoop, pull, push, reach hear and talk. Required to lift 45 pounds routinely throughout the day.

Typical Mental Demands:

Working Conditions: Quiet, temperature controlled, office and shipping/receiving environment. Occasionally subject to noise from air compressor in east end of the stockroom.

The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be constructed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

EMPLOYEE SIGNATURE _____ **DATE** _____

SUPERVISOR/MGR. SIGNATURE _____ **DATE** _____