



## **Job Description**

### **Shipping and Receiving Clerk**

#### **HOW TO APPLY:**

Please submit a cover letter along with your resume to [HR@burley.com](mailto:HR@burley.com). Finalists for this position are subject to a criminal background check.

#### **SUMMARY**

Burley Design is seeking a Shipping and Receiving Clerk with a minimum of one-year related experience in shipping or receiving. The Shipping and Receiving Clerk must be able to perform the daily shipping and receiving duties including: making sure all stock is received and processed in accordance with procedures; accurately picking, packing and shipping all purchase orders to customer specifications; and ensuring all documents are accurately signed and marked to meet the shipment requirements. The individual must have the ability to read and interpret documents such as manifests, packing slips, shipping instructions and associated paperwork. The individual must have the ability to use a computer to enter and track data is required and can learn and use shipping software and online vendor portals. Preference goes to candidates who have experience with FedEx and UPS parcel shipping; LTL freight shipping; calculating shipment dimensions and volumes; determining freight class and creating Bills of Lading.

The Shipping and Receiving Clerk will also assist with Quality Assurance duties when seasonal demands are high.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

- Receive incoming shipments of merchandise or other materials.
- Enter product receiving information into ERP system.
- Load and unload trucks for incoming and outgoing containers.
- Move, stack, lift, pack, and label product for shipping.
- Read and interpret packing list, check for completeness, and verify counts for correctness of shipments against bills of lading, invoices, etc.
- Prepare outgoing goods for shipment including labels, proper packaging, manifests, export documents, and other paperwork as needed. Experience working with online vendor portals is a plus.
- Arrange for container and/or carrier services for outbound and inbound freight. Experience working with online vendor portals is a plus.
- Keep files of shipping records, post weight and shipping charges.
- Report damaged goods and shortages. File freight claims with carriers when needed.
- Assist in the negotiation and implementation of carrier contracts.
- Perform cycle counting of finished goods inventory as needed.
- Organize materials/inventories to keep the warehouse safe and clean.
- Operate forklift and/ or other materials handling equipment: Being a qualified forklift driver and passing the drive safety exam is required.
- Perform other duties as required by the position.

**ADDITIONAL DUTIES & RESPONSIBILITIES:**

- Inspects in-coming products, accessories, and components based on pre-defined inspection criteria.
- Inspects and analyzes customer and consumer returned products, accessories, and components.
- Builds in-house built kits as needed while maintaining minimum inventory requirements.

**EDUCATIONAL REQUIREMENTS:** High School Diploma or equivalent.

**LICENCE/CERTIFICATION:** N/A

**PHYSICAL DEMANDS:**

- Packing, shipping, and moving product is both physically strenuous and demanding work.
- The employee frequently is required to lift and carry, stoop, kneel, or bend. The ability to cope with sitting, and/or standing is required.
- Filing, typing, the ability to use a computer keyboard and monitor and to communicate orally and in writing is required.
- The ability to transport, handle and place items on shelves throughout the building is required.
- The employee must be able to move pallets and stack pallets of goods for shipping, including pushing, pulling, bending, kneeling, and twisting.
- Position requires frequent lifting of up to 45 lbs.
- While performing the duties of this job, the employee is regularly required to use hands to grasp; and to reach with hands and arms, at and above shoulder level.
- Abilities for writing, marking, labeling, attaching tape, staples and other fasteners are also required.
- Specific vision abilities required by this job include close vision, color vision, peripheral vision, and ability to adjust focus.

FLSA Status: Non-Exempt