

JOB DESCRIPTION

TITLE: Shipping Clerk
DEPT.: Shipping

REPORTS TO: Group Leader
JOB STATUS: Non-Exempt, Range 1

PURPOSE OF THE POSITION

To package material and prepare for delivery within customer specifications

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Must be able to read and comprehend shipping procedures and other related documents
- Package and ship finished assembly on time per customer specifications
- Create packing slips and generate appropriate computer transactions to ensure proper shipment documentation
- Complete required documentation per customer specifications to ship with product
- Contribute to maintaining a safe work environment by following safety policies and procedures and by reporting any safety concerns and participate in the mini exercise stretch breaks to ensure a safe work environment
- Accountable for accepting responsibility for quality aspects of the job by actively participating in quality efforts and supporting Altron Inc.'s quality policy
- Responsible for compliance to Altron's Quality Management System and other regulatory and statutory requirements as required by the customer
- Authority to stop production when nonconformances are noted
- Accountable for accepting responsibility for continuous on the job training by actively participating in training put on by designated Altron employees and/or any outside service

JOB SPECIFICATIONS

- Education: High school diploma or general education degree
- Experience: Some related experience helpful, good verbal and written communication skills
- Mental Demands: Accurately reading and comprehending customer specifications of shipping instructions, must be able to work in a fast-paced environment and negotiate with shipping companies
- Physical Demands: the employee is regularly required to sit and/or stand while performing motions requiring high manual dexterity for up to 8 hours per day. Must regularly lift, push and pull 10 to 70 pounds. Specific vision abilities required include close vision, color vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- Equipment Operated: Scales, computer, telephone, calculator, ruler and pallet jack, shrink wrapper

* This Job Description is not intended to be all-inclusive and may be expanded to include other duties or responsibilities that management may deem necessary from time to time.

I have received a copy of my job description and I am aware of my responsibilities and authorities.

Employee's Signature

Date