

## Shipping and Receiving Clerk

### The Position

We are looking for a hard working self-starter who understands the tracking of products as well as the details of shipping and receiving. We are looking for a motivated and customer oriented shipping clerk who has experience within a shipping and receiving warehouse. We are a growing company looking for people to join a great team.

### Responsibilities:

- Sends tracking information to proper individuals in a timely manner
- Assures work order has all necessary shipping information before signing off on correspondence for new jobs
- Responsible for creation of shipping job jackets for all new jobs
- Updates shipping log board on a daily basis
- Records shipment data, such as weight, charges, and quantities, for reporting, accounting, and recordkeeping purposes
- Ships via UPS, FedEx, or freight
- Confirms all outbound shipments are correct
- Maintains safe and clean work environment by keeping shelves, pallet areas work stations neat; sweeps, dusts, mops
- Organizes warehouse and work area for orderliness at all times

### Qualifications:

- Must be a reliable, organized, motivated and hardworking self-starter
- Customer service skills, ability to interface with internal and external clients in a professional manner.
- Experience as a shipping clerk or coordinator
- FedEx, UPS, and freight shipping experience
- Comfortable with Excel and Data Entry
- Ability to work overtime if necessary
- Ability to obtain forklift certification
- High school diploma minimum
- Ability to lift 45 pounds

### Benefits:

- Competitive salary
- Medical, dental, vision
- 401K Plan
- Paid PTO Program
- Onsite gym & recreation room
- Growth opportunities

Please submit your resume to [Recruiter@ProExhibits.com](mailto:Recruiter@ProExhibits.com) to be considered for this role.

