

Position: Shipping and Receiving Clerk

Full-time Shipping and Receiving Clerk to be responsible for receiving shipments and checking in merchandise against packing lists, as well as verifying quantities and condition of product. This position will work closely with the accounting department to accurately process paperwork in a timely manner. Candidates looking for a relaxed, but fast-paced work environment this job is for you - especially if you can multitask well, yet work independently.

Job Responsibilities:

- Receive shipments and check in merchandise against packing lists, verifying quantities and condition of product. Process paperwork for the accounting department on a timely basis.
- Move stock from receiving to the proper storage area. Monitor stock levels for re-ordering.
- Receive completed orders and double check against the printed order.
- Package for shipping – include packing list on all orders. Calculate shipping costs and record on order. Send it to the accounting department for payment verification or to confirm terms.
- Create shipping labels on the computer through UPS Worldship, SpeeDee, and USPS Postal Service.
- Release daily shipments, making sure that nothing is shipped without the proper paperwork and prepayment. Some follow-up is required on backorders.
- Enter tracking numbers on all orders.
- Create labels and shipping manifests. Send shipping manifests to the accounting department on a daily basis.
- Manage International shipment requirement; require commercial invoices, and documentation must be filed and kept for 5 years.
- Box, record and ship product for finishing; create purchase orders and shipping documents.

Required Skills & Experience:

- Computer knowledge is required.
- Highly organized to receive products and to stock shelves, able to make the manufacturing process smooth and efficient.
- Able to take job responsibilities seriously and demonstrate great work ethic, responsibility, organization, and desire to contribute to the company.
- Ability to multitask and work independently.
- Good time management skills
- Ability to stand or walk for the majority of the day
- Ability to lift 50 pounds regularly
- Must be forklift certified (training on-site)
- Must have knowledge of hand tools that are used for making and securing pallets for LTL loads

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Salary & Benefits:

- Excellent daytime hours, 7am-3:30pm, Monday-Friday
- Competitive wages depending on experience
- Medical, Dental, and Life Insurance
- 401K after 1 year
- Vacation & PTO
- Paid holidays
- Cafeteria Plan
- Clothing Allowance, Work Boots/Safety Eye Glasses Reimbursement

About Christianson Systems

We are a leading manufacturer of ship unloaders and pneumatic conveying systems for a wide range of bulk materials including feed and cereal grains, plastics and chemicals. The company's equipment operates in agriculture, commercial bulk handling, and marine port industries world-wide, and our entire manufacturing facilities in Blomkest, MN cover 85,000 square feet.

To Apply:

- Online at christianson.com/employment
- Email resume to: gilberts@christianson.com