



## Operations/Warehouse Clerk

Title: Operations/Warehouse	Job Code:	Pay Grade:
Reports To: Operations Manager	FLSA Status:	Job Family:
EEO Code:	Census Code:	Date Revised: August 1,2020

### Job Summary:

**Assist the Operations team with bookings, rates, documents, tracking and tracing  
 Assist with incoming and outgoing shipments at the warehouse and warehouse receipts.  
 Driving a forklift for incoming and outgoing shipments.**

### Summary of Key Responsibilities:

Responsibilities and essential job functions include, but are not limited to the following:

- Warehouse Management
- Inventory Control
- Operate a forklift
- Receive and Ship Cargo Daily
- Physically Capable of Lifting Cargo
- Keep warehouse clean and orderly at all times
- Provide inventory reports on a regular basis
- Assis the Operations department with bookings, tracking and tracing and entering export shipments in the system.
- Quote domestic and International shipments with our vendors.
- Maintain clear verbal and written communication
- Adhere to all domestic and international shipping regulations.

### Knowledge, Skills and Abilities

- Organizational Skills
- Accurate typing skills and/or data entry skills.
- Driving a forklift and forklift certification
- Advanced proficiency in Microsoft Office, internet, web-based and job specific software applications.
- Ability to add, subtract, multiply and divide units of U.S. or international currency, weight, volume and distance measurements.
- Ability to read, write and speak English fluently.
- Effectively present information and respond to questions from groups of customers and employees.
- Contributes to building a positive team spirit and puts success of team above own interests.
- Consistently at work and on time.