



Shipping Clerk

POSITION PURPOSE AND OBJECTIVE

The primary function of this position is to ensure outgoing product quality. This includes reviewing both product and documentation to ensure customer quality and delivery requirements are met. This is accomplished through interaction with multiple internal departments, as well as suppliers, customers and source inspectors.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Ensures outgoing shipments meet all customer requirements, including product, shipping, and documentation
- Ensures product in the shipping area is shipped according to customer delivery date requirements
- Schedules and interfaces with customer and government source inspectors, as applicable
- Interfaces with various customer portals to schedule and/or record shipments
- Interfaces with transportation providers, on the customer's and company's behalf
- Ability to analyze and resolve customer purchase order or documentation issues

QUALIFICATIONS

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The list below is representative of the qualifications required to successfully fulfill the obligations of this position and is not intended to be all-inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School Diploma or GED required
- Basic math skills
- Strong attention to detail
- Strong documentation skills
- Strong computer skills, including Microsoft Windows and MS Office Applications
- Able to lift 30 lbs
- This position requires the employee to have clear vision at 20 inches or less (with or without the use of personal corrective eyewear or a company-provided magnifying glass) in addition to color vision in order to identify and distinguish colors

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. In addition, this document should not be construed as an employment contract, implied, explicit, or otherwise. Vermillion is an equal opportunity employer.