

# Shipping Clerk - Elgin, IL USA

**111031-NHD**

## **About the Job**

This position is for a self starter willing to contribute as a team player in various areas within the shipping sector of the company. The successful candidate will work closely with our customer service and order placements of inbound and outbound product requirements.

- This is an hourly position, located at our Elgin, Illinois headquarters.

## **RESPONSIBILITIES**

### **1. Package & Document preparation-**

Prepare daily delivery materials from inventory.  
Securely pack products to avoid damage.  
Print packing labels and shipping documents.

### **2. Inventory-**

Maintain accurate record keeping of shipments and/or received items.  
Perform routine inventory counts to match record keeping and database.  
Perform FIFO process for all material handled.

### **3. Computer / Database-**

Utilize UPS One World Ship database  
Log material changes into database and monitor email for change orders or special instructions

### **4. Equipment use-**

Utilize a hand truck, battery powered fork lift and banding equipment

### **5. Value Add and In/Outbound inspection-**

Assist with various component value add support roles.  
Assist with incoming and outgoing inspection processes.

## **REQUIREMENTS**

- High School or higher.
- Minimum 1 year of related experience.
- Able to lift +50 lbs
- Good verbal and written communication skills, English and Spanish language is a plus
- Strong organizational skills, capable of completing tasks with limited supervision.

## **EXPERIENCE**

- Experience with LCD, VFD, OLED or TFT display technologies is a plus.
- Experience with UPS, FEDEX, or freight carriers is a plus.
- Mechanical aptitude is a plus.