



COMPANY: Pelican
LOCATION: Torrance, Ca
TITLE: SHIPPING CLERK "B"
SHIFT: 3rd 10pm – 6am
PAY: \$9.00 - \$12.00

SUMMARY:

Selects carton and containers to use in shipping orders, picks with RF Scanner and manually moves product from warehouse storage to shipping assembly, checks assembled products for conformance to customer orders, scans and packs into shipping containers, prepares shipping documentation and performs daily cycle counting procedures.

DUTIES AND RESPONSIBILITIES:

1. Selects cartons and containers to use in shipping order considering order size and bulk.
2. Picks with RF scanners and manually moves Company products from warehouse storage areas to packing stations.
3. Checks Company products assembled for shipping conformance to customer orders and packs with RF scanner into shipping containers.
4. Completes shipping documents and labels shipping containers and records shipment transactions in Transportation Management System.
5. Moves containers for shipment from warehouse to trucks.
6. Performs daily inventory cycle counts.
7. Actively supports Pelican's commitment to Quality and all quality objectives, with an emphasis on continual improvement.
8. Other duties as assigned by Shipping Manager and Supervisor.

QUALIFICATION GUIDELINES:

1. Basic knowledge of picking and packing procedures, material handling processes and knowledge of shipping documentation preferred.
2. Experience in a warehouse and/or factory environment preferred.
3. Basic knowledge of inventory procedures and cycle counting preferred.
4. Must have very good basic math skills.
5. Must have good written and verbal communication skills.
6. Must be certified to drive forklifts or pass certification exam during initial probationary period.
7. Must have the ability to complete assignments within time frame specified by Shipping Lead, Supervisor or Manager.
8. Must be able to interact effectively and cooperatively with employees at all levels.
9. Must be flexible with work schedules and be available to work overtime on evenings and weekends, with or without advanced notice.
10. Must be able to operate in a fast-paced organization and handle multiple projects simultaneously.

If you would like to apply to this position, please contact your Applicant Coordinator at:
Last name begins with A-K: 916-854-3881
Last name begins with L-Z: 916-854-3882