

Career Opportunity

Shipping & Receiving Clerk

Summary

Gardenland is looking for a Shipping & Receiving Clerk. This is a full-time position and the ideal candidate will have prior experience in a similar role performing a variety of receiving and shipping tasks.

Responsibilities

- Receives and inspects shipments and signs paperwork upon receipt
- Inspects shipments for damages, defects or discrepancies and follows up with vendor
- Verifies information on packing slip with purchase order to verify accuracy of shipment (quantity, quality, price, etc.)
- Sorts, packages, labels and delivers product to appropriate departments (stock, work orders or special orders)
- Contacts customers with special orders received
- May operate dolly or pallet jack in loading and unloading product/small equipment
- Prepares and packages outgoing shipments and determines most economical and efficient method of shipment
- Prepares and packages products for return to vendors and fills out any RMA paperwork prior to shipping back
- Assists in stocking and replenishing parts bins and showroom
- Performs miscellaneous job-related duties as assigned

Required Skills

- Minimum of 1 year of prior experience in a similar role
- Strong computer skills
- Basic math skills
- Detail oriented
- Good communication skills
- Good time management skills
- Ability to handle physical activity for long periods of time
- Requires handling of objects that are up to 75 lbs
- Understanding of health and safety regulations

Education

- High School Diploma or GED

