



Shipping & Receiving Clerk

JOB POSTING – Indusco Wire Rope & Fittings Baltimore, MD

Position Summary

The Shipping & Receiving Clerk verifies and keeps records on all incoming and outgoing shipments and prepares items for shipment by performing the following duties to quality and productivity standards.

Job Duties

1. Review, interpret and understand part numbers, instructions and specifications of fabrication tickets and delivery tickets
2. Operate computer to perform Enterprise Resource Planning (ERP) system functions as well as UPS Worldship, and maintain shipping/receiving records
3. Inspect, bundle, count and verify product or material specified on fabrication and/or delivery ticket
4. Prepare, complete and process necessary paperwork; enter ship quantities in the system
5. Select packaging material, package, secure, attach label, weigh and ship per fabrication ticket
6. Load and unload trucks as required
7. Move, handle and store material as necessary
8. Plan, coordinate and schedule activities without instruction with various departments and outside carriers to meet scheduled ship dates
9. Pull inventory items for shipment; replenish inventory of stocked inventory; provide inventory cycle counts and record into the system
10. Arrange for freight pick up; get proof of delivery when required
11. Operate forklifts as required, valid forklift operator's license preferred
12. Receive products and record the products into the ERP system
13. Perform duties to establish Mazzella Quality Assurance Standards; report defective or substandard material, supplies or products
14. Maintain consignment materials
15. Coordinate and dispatch deliveries
16. Maintain work area and equipment in a clean and orderly condition; follow all Safety Guidelines
17. Other duties as assigned

Education

A high school diploma or GED and trade school preferred; trade school or military experience a plus

Experience & Skills

- Ability to operate forklifts
- Must be able to lift or pull a minimum of 50 pounds
- Requires solid written and verbal communication skills
- Demonstrated mechanical aptitude
- Strong analytical, conceptual and planning skills are required
- Excellent math skills and overall PC literacy (Microsoft Office) are required
- Must be detail oriented, self-motivated and disciplined with the ability to multi-task
- Must successfully complete a criminal background check, physical, drug screen and E-verify

Travel

Travel for this position is rare; less than 10%



If interested in applying for this position, please submit your resume and letter of intent to careers@induscogroup.com or fax your resume and letter of intent to 440.239.5703.

Or, mail resume and letter of intent to:
Human Resources
Indusco Wire Rope & Fittings
21000 Aerospace Parkway
Cleveland, OH 44142