



## Shipping & Receiving Clerk Jackson Plant

**FLSA Status:** Non-Exempt

**Reports To:** Production Leader

**TRAVEL:** <5%

**Positions Supervised:** None

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### **POSITION SUMMARY**

Handles all outgoing packages and materials using bar code scanner and program. Responsible for shipment and delivery of prepared products to customers within specified due dates; ensuring the accuracy and completeness of orders. Work collaboratively with all departments in support of internal and external customer needs. More than 40 hours may be required to meet the needs of our customers. Flexibility is expected to successfully execute our production schedule changes and/or sudden work schedule changes.

**Standard work: 1. Ship product to customers via UPS, FedEx, and other transport companies per customer specifications 2. Load product into trailers 3. Maintain a clean and orderly office/warehouse 4. Prepare documents such as billing of lading, export documents, and shipping instructions to route outbound shipments 5. Receive and locate product according to receiving instructions. 6. Participate in cycle counting and/or physical inventory 7. Support production by running machines, giving breaks, sorting parts, etc.**

### **ESSENTIAL DUTIES**

- Committed to the Mission, Vision, and Values of Nicolet Plastics LLC.
- Follow all safety policies and procedures and keep work areas clean.
- Acquire the necessary report that details customer purchase orders, product due dates and quantities for accuracy of shipment.
- Examine finished goods and compare with customer order report to verify accuracy of shipment.
- Verify pack, seal, and label and prepare orders for shipping, using work devices such as scales, hand tools, hand and/or automated stretch wrapper.
- Prepare products to be sent to outside vendors.
- Review shipping method for materials, using knowledge of shipping procedure, routes, and rates.
- Prepare documents such as bill of lading, export documents, and shipping instructions to route outbound shipment.
- Maintain a complete and accurate record of products prepared for shipment including part number, item description, number of boxes, part quantity, and pallet count for recording, accounting, and recordkeeping purposes.
- Review order fulfillment meeting notes published daily and take action on items assigned to Shipping.
- Spot-check counts, locations, and part numbers and verify with the computerized inventory.
- Participate in cycle counting and/or physical inventories.
- Collaborate with NPL personnel to solve problems, such as damages, shortages, and nonconformance to specifications.
- Obtain quotes for transportation for customers and for NPL.
- Track shipments for customers.
- Send Advanced Ship Notice (ASN) to customers as required.
- Safely load and unload delivery trucks using forklift or pallet jack.
- Keep work area and warehouse clean, neat, and organized.

### **ESSENTIAL DUTIES (Continued)**

- Deliver accurate and complete orders per customer specification.
- Ensure accuracy of shipment through verification of Bill of Lading.
- Positively greet and assist delivery drivers when they arrive at NPL.
- Successfully complete additional training and education as required for the position and in support of future company growth.
- Train and maintain proficiency with job duties.
- Perform Receiving duties to include all incoming products, with exception of resins and concentrates (assist MH with resins/concentrates as needed).
- Work closely with Purchasing, Team Leaders, and Production Leader to ensure that materials and components are available for production in a timely manner.
- Positively and proactively participate in the training process with the goal of having competently trained backup support for Shipping/Warehouse area.
- Perform Production Operator job duties as assigned and positively support cross training efforts.
- Offer help to others without being asked to do so is expected at Nicolet Plastics LLC.
- Other duties as assigned by Production Leader.

### **EDUCATION AND/OR EXPERIENCE**

- Ability to competently complete all training requirements as listed in current Career Path Training Plan and affiliated Training Checklist.
- High School Graduate or General Education Degree (GED)
- Minimum of one-year related work experience in a manufacturing environment
- Minimum of six months working experience with NPL, shipping and receiving work experience preferred.
- Requires good oral and written communication skills in order to interact with employees, vendors, visitors, and customers.
- Basic computer skills, IQMS ERP system experience preferred.
- Forklift, Pallet Jack, and Aerial lift certified with proven history of working safely.
- Knowledgeable in use of calipers and other measurement tools
- Ability to work independently with minimal supervision.

### **COMPETENCIES**

- Customer/client focus
- Planning and organizing
- Communication
- Action oriented.
- Initiative (self-starter)
- Teamwork

### **PHYSICAL DEMANDS**

While performing the duties of this job, the team member is frequently required to stand for long periods of time; walk, handle tools, or controls; communicate and listen (hear). The team member is occasionally required to climb or balance. The team member must frequently lift and/or move parts, reports, files, office supplies, etc. weighing up to 40 pounds and occasionally lift or move items weighing up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**PHYSICAL DEMANDS (Continued)**

Stand	C (Constantly)	<b>Lift/Carry</b> 10 lbs or less	F (Frequently)
Walk	C (Constantly)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-50 lbs	F (Frequently)
Handling / Fingering	C (Constantly)	51-100 lbs	O (Occasionally)
Reach Outward	C (Constantly)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	<b>Push/Pull</b>	
Climb	O (Occasionally)	12 lbs or less	O (Occasionally)
Crawl	O (Occasionally)	13-25 lbs	O (Occasionally)
Squat or kneel	O (Occasionally)	26-40 lbs	O (Occasionally)
Bend	F (Frequently)	41-100 lbs	N (Not Applicable)

**N (Not Applicable)** Activity is not applicable to this occupation.

**O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

**F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

**C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Work is performed primarily in a warehouse and manufacturing environment; moderate to high levels of dirt, noise, vibrations, equipment movement hazards, fumes, chemicals/solvents, and electrical hazards. The warehouse may have extreme temperatures, humidity, and slippery surfaces. Occasional work use of computer and other standard office equipment. Personal Protective Equipment (PPE) such as safety glasses, safety shoes, hearing protection, etc. is to be worn as applicable throughout entire shift.

*By signing below, I acknowledge that I am generally competent to perform the above essential job functions as a Shipping & Receiving Clerk.*

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**Team Member Acknowledgement**

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**Date**

*By signing below, I acknowledge the employee is generally competent to perform the above essential job functions as a Shipping & Receiving Clerk.*

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**Management Resource Acknowledgement**

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**Date**

*Created 03/17/23*