

Flyin' Miata

POSITION DESCRIPTION

Position Title: Shipping Clerk
Exemption Status: Non-exempt
Lead: Beth Thompson
Starting Wage: \$18.00/hr.

Telecommuting Eligible: No
Full or Part Time: Full time
Supervisor: Jeremy Ferber
Hours: 7:00am – 3:30 pm

General Statement of Duties: Perform shipping, receiving, assembly, inventory, and warehouse support activities under the direction of the Shipping Lead. Ensure products are received, stored, assembled, picked, packed, and shipped accurately and efficiently in support of company operations.

Essential Functions: The duties listed below are representative of the primary responsibilities and essential functions of this position. This position description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Additional duties may be assigned as business needs require. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

Principal Duties

Perform Shipping, Receiving, and Assembly Functions.

- ✓ Receive, inspect, and stock incoming inventory in designated warehouse locations while maintaining accurate physical and electronic inventory records.
- ✓ Pick products accurately from designated warehouse locations to fulfill customer and internal orders.
- ✓ Pack products into appropriate boxes for applicable shipping service (e.g., USPS, FedEx, freight shipment) and log customer/shipping data into applicable software.
- ✓ Operate forklift (after receiving certification) to unload trucks & move product around warehouse.
- ✓ Process order cancellation requests from Customer Support team.
- ✓ Review shipping information for completeness and accuracy, identify address discrepancies or special shipping requirements, and coordinate resolution with Customer Support as needed.
- ✓ Verify work for accuracy and promptly report inventory, shipping, receiving, or assembly discrepancies to the Shipping Lead.
- ✓ Assemble pre-packaged kits and other products as required.
- ✓ Monitor shipping supply inventory and notify the Shipping Lead when replenishment is needed.
- ✓ Monitor and respond to shipping- and assembly-related communications as assigned.

Assist with Inventory Control.

- ✓ Inspect inventory for quality, damage, accuracy, and conformance to company standards.
- ✓ Advise if inventory is found out of place.
- ✓ Participate in physical inventory counts as scheduled.
- ✓ Provide inventory count results and discrepancy information to the Data Analyst as needed.

Prepare Shipping and Freight Documentation.

- ✓ Prepare appropriate paperwork for international customers and for freight shipments.
- ✓ Initiate tracers and claims on lost or damaged shipments; prepare and submit appropriate paperwork timely.
- ✓ Assist with arranging freight shipments and preparing related documentation as assigned.

Miscellaneous

- ✓ Assist with pre-event preparation for Miata events as needed.
- ✓ Enter weights and dimensions of new products into the system.
- ✓ Maintain cleanliness and organization of warehouse, shipping, assembly, and work areas.
- ✓ Tear down boxes for recycling purposes on an as-needed basis.
- ✓ Other duties as assigned.

Education

- ✓ High school graduate or equivalent.

Experience Preferred

- ✓ Warehouse experience is preferred.
- ✓ Experience in shipping/receiving/assembly/inventory control preferred.

Skills Required

- ✓ Must communicate effectively, both verbally and in writing, and be able to clearly read, write, and speak English.
- ✓ Must be detail oriented, have excellent analytical and troubleshooting skills to professionally resolve problems.
- ✓ Must effectively manage multiple priorities and perform assigned duties accurately and efficiently.
- ✓ Must be computer literate & be able to learn new software as assigned to perform job duties.
- ✓ Must work independently and also within a team environment.

Typical Physical Demands

- ✓ Must hear effectively for telephone communication and to share information with co-workers.
- ✓ Must see the computer screen and to identify appropriate software programs.
- ✓ Must see to verify materials printed from the computer, to review data, to record, prepare and communicate appropriate reports.
- ✓ Requires eye-hand coordination and manual dexterity sufficient to operate a computer keyboard, photocopier, telephone and other office equipment.
- ✓ Must lift and carry product up to 50 lbs. as needed for the day-to-day operations of the warehouse.
- ✓ Must have the mobility of reaching, bending, twisting, stooping and stretching to perform tasks in an office and warehouse environment.
- ✓ Requires prolonged sitting & standing, and frequently is required to work standing on a cement floor.

Typical Mental Demands

- ✓ Must be able to interpret and apply verbal and written instructions and exercise sound judgment when guidance is limited.
- ✓ Must maintain a professional and constructive attitude in all work situations.
- ✓ Must be mentally adaptable and flexible in dealing with a variety of people.
- ✓ Is frequently called upon to handle challenging situations.
- ✓ Must communicate verbal feedback in a professional manner.
- ✓ Must identify and communicate problems promptly and assist in resolving operational issues under pressure.
- ✓ Must work quickly and efficiently under pressure to meet deadlines or other time-bound events.

Other Requirements

- ✓ Must obtain and maintain a valid forklift operator certification. Training and certification may be provided by Flyin' Miata.
- ✓ Must be able to reliably report to work as scheduled.

- ✓ Employees who operate company vehicles must possess and maintain a valid driver's license.
- ✓ Requires acknowledgement and participation with all provisions of Flyin' Miata's Employee Manual.

Working Conditions

- ✓ Will work in typical office, warehouse, shipping, and receiving environments, including exposure to seasonal temperature variations.
- ✓ Must work flexible hours as the business dictates.