



H-S PRECISION®

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Job Title:	Shipping & Receiving Clerk		
Department/Group:	Administration	Shift:	7 am - 3:30 pm M-F Hourly/Non-Exempt
Will Train Applicant(s):	Must have 1-2 years prior experience	*PT may be considered, based on skill set and availability	
Job Description			
<p>We are seeking a motivated individual to join H-S Precision as a Shipping and Receiving Clerk. As part of our team, you oversee and document the receiving of packages, parcels, and supplies, store items in the appropriate areas, and prepare items for outgoing shipments. This is a position that requires a highly organized personality. You must pay close attention to small details while managing the logistics of a high volume of items entering and leaving the facility. You must be able to lift up to 40 pounds unaided and be able to bend, crouch, and lift items throughout your shift.</p> <p>Role and Responsibilities</p> <ul style="list-style-type: none"> • Accept and document packages and deliveries made to the facility; deliver to appropriate department/personnel • Store items received in appropriate storage areas, documenting any changes • Prepare items for shipping, noting item contents, delivery methods, and other logistical details • Identify and resolve shipping or receiving discrepancies as they arise • Maintain a clearly organized workspace <p>Qualifications and Requirements</p> <ul style="list-style-type: none"> • High school diploma or GED • Prior warehouse & shipping experience (1-2 years required) • Lifting 40 pounds unaided; must be able to bend, crouch and lift items throughout shift • Work in a variety of weather conditions and temperatures in the warehouse and on the loading dock • Exceptional organizational & communication (verbal & written) skills • Strong computer skills • Detail-oriented & multitasking skills • Attention to detail with ability to follow established procedures and instructions • Self starter, ability to work independently <p>Preferred Skills</p> <ul style="list-style-type: none"> • Forklift experience (preferred) • Ability to work with other team members, team leaders and management 			

H-S Precision holds a Federal Firearms License and is prohibited from hiring anyone convicted of a felony. After an initial employment offer, H-S Precision will conduct a background check and preemployment drug test.