



Shipping and Receiving Clerk needed for company in Greenwood, MS is seeking applicants with good attitude, good communication skills, accuracy, and ability to multi-task. Professional with a polite demeanor and positive attitude. Previous experience recommended but not required.

Job Description:

A Shipping and Receiving Clerk receives in and ships jobs on a daily basis. Specific duties include: shipping, receiving, in town delivery, inventory

Duties include, but are not limited to:

- Loading and Unloading
- Maintain Shipping Dock
- Inventory Analysis
- Be able to lift 50 lbs
- Prepare and process shipping documents
- Compare shipment contents with paperwork to support inventory accuracy and records management
- Organize storage areas to maximize movement efficiency and minimize labor
- Coordinate with carrier representatives to arrange and issue instructions for shipping and delivery of materials
- Determine best shipping method for materials – routes and rates
- Operate lift and hand trucks to transfer material to and from target areas
- Examine incoming shipments to confirm consistency with records and routed to the appropriate department

Salary: Determined by experience

Benefits: Medical, 401(k), 2 weeks paid vacation, paid company approved holidays (after 6 months)

Job Type: Full Time, Monday-Friday, 8AM – 4:30PM
(2 – 15 minute breaks and 30 minute lunch)

Minimum Qualifications Required:

Any combination of training, education and experience equivalent to good (1 – 3 years) experience in the operation of shipping and receiving.

Preferred/Desirable Qualifications:

Graduation from high school or GED preferred.

Communication:

Communicates with management and coworkers in order to follow instructions, effectively complete work assignments and establish and maintain effective working relationships.

MUST BE: dependable, people oriented, easily trained, polite, strong organizational skills

References: 3 preferred

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