

Shipping Clerk

Aion LED, Inc. – San Francisco, CA

Job Description

Provide accurate and damage free shipment of materials. Process high volume shipment orders. Follow shipping and order handling procedures. Label number of orders correctly. Provide quotes for shipping timely.

RESPONSIBILITIES:

- Receive incoming shipments and compare items to work orders provided by supervisor
- Count items to ensure that the correct number has been received or the correct number is being shipped
- Assist in physically moving incoming items to designated storage areas and supervise storage activities
- Look through work orders to determine order picking activities and pick orders according to the specific instructions provided
- Ascertain the quality and quantity of picked items
- Assist in loading and unloading trucks and determining safe ways of stacking items on the truck and retrieving items in a safe manner
- Record damaged or defective items and follow protocol according to company policies
- Ascertain that all incoming and outgoing shipments are properly labeled and that correlating documents are available with each shipment
- Select the method of consignment utilizing knowledge of shipping procedures, routes, and rates
- Trace missing or lost shipments

QUALIFICATIONS:

- 1-year of shipping experience required
- Must have strong excel skills
- Must possess excellent attention to detail
- Must maintain a high commitment to excellence in their work on a daily basis
- Basic math skills are required
- Must be able to lift at least 50lbs and work safely
- Must be accountable for their work and have a positive attitude
- Must be professional, punctual and self-motivated

COMPENSATION:

\$18/HR - \$20/HR

Full benefits including: medical, dental, vision, paid vacation, and commuter benefits.

Full-time 8:00AM-4:30PM M-F. 30-day trial to hire

HOW TO APPLY: Send resume and cover letter explaining how you are a great fit for this position via email: careers@aionled.com

Job Type: Full-time