



JOB DESCRIPTION

Job Title: Shipping & Receiving Clerk
Department: Warehouse
Reports To: Production Supervisor

Position Summary

Receiving, packing, picking, moving boxes and light data entry.

Essential Duties and Responsibilities

Prepare documents received from clients for scanning by performing the following tasks:

- Remove staples, paper clips, and fasteners
- Place “post its” or other small items or notes on separate sheets of paper
- Straighten folded corners and repair torn edges
- Recognize type of documents to be scanned (the required “core” documents) versus those documents that do not require scanning
- Insert file header sheets and document separator sheets

This is a high-volume, fast-paced position that requires someone who can work quickly while maintaining quality of work.

Perform other duties as assigned to meet business needs.

Requirements

A high school diploma or equivalent (GED).

Some general office administrative and some computer experience preferred.

Data-entry experience and light typing skills.

Ability to communicate verbally in English.

Ability to perform repetitive tasks quickly and accurately.

Excellent reliability and punctuality.