

FERADYNE OUTDOORS INTERNAL JOB POSTING

SHIPPING CLERK: IMMEDIATE OPENING

QUALIFICATIONS (EXPERIENCE/EDUCATION)
<ul style="list-style-type: none"> Minimum of two years' experience in shipping, distribution, industrial or related background Job Fit Profile and Mechanical Aptitude testing may apply Applicant must pass a 5 panel drug screen prior to hire (expense paid by Field Logic)

JOB DUTIES	
Position/Summary	Essential Duties & Responsibilities
<p>Shipping Clerk:</p> <p>Assist with planning, organizing, and monitoring the receiving, storage and distribution of all items received either from suppliers or production shops. Will also be liaison between the shipping department, sales and customer service assisting in keeping line of communication open and work on specialized sales projects during the shipping off season.</p> <p><u>Immediate Opening</u></p> <p>Submit in person or email FeraDyne Outdoors Employment Application and/or resume to:</p> <p>Human Resources 1230 Poplar Avenue Entrance A (upstairs) Superior WI 54880</p> <p>jobopps@feradyne.com</p>	<p>Maintain detailed knowledge of and support/improve the current and future standard operating procedures (SOP's), 5S program, safety procedures, and related follow through.</p> <p>Assist Shipping Coordinator in preparation of orders in shipping by:</p> <ul style="list-style-type: none"> Printing sales orders Separating orders-Small Packages, LTL, and EDI customers Breaking down pallets quantities for all orders Creating shipping/address labels Creating ASN's and print UCC-128 labels Entering routing for all major customer orders Creating bill of ladings for outgoing freight for major customers Scheduling dock appointments Updating whiteboard for floor supervisor to delegate work to employees <p>Liaison for shipping, customer service and sales department:</p> <ul style="list-style-type: none"> Appraise, verify, and/or check for accuracy all orders entered into system Order Entry Answering specific questions from sales and customer service regarding the status of orders Communicate any shipping issue immediately to sales/customer service team <p>Miscellaneous Duties:</p> <ul style="list-style-type: none"> File all packaging slips, bill of ladings, invoices, etc. Answer phones/Transfer Calls/Take Messages Role Model a positive attitude and good work ethic, be available for employees in your department with behavior and decisions that are consistent with Field Logic's policies and procedures
	<p>Knowledge, Skills, & Abilities</p> <ul style="list-style-type: none"> Excellent organizational and communication skills with problem solving abilities. Above average computer skills with word processing, spreadsheets, internet correspondence and research.
	<p>Physical Demands</p> <ul style="list-style-type: none"> Handle sharp cutting tools/objects Operate forklift and pallet jack Strenuous physical activity at times Lift 25-50lbs. overhead, push and pull objects up to 75 pounds (repetitive at times)

Does this position require frequent/ongoing driving on company business and/or include the use or designation of a company owned vehicle? YES **NO** If yes, authorization and release of DMV records and a valid state issued driver's license with satisfactory driving record must be acquired and maintained (see HR for related forms and details).