**Job Title:** Freight Shipping Clerk

**Department:** Warehouse

**Reports To:** Warehouse Supervisor or Warehouse Manager

1. Log into Handheld to pick and process orders.
2. Pack and verify order for accuracy.
3. Operate material moving equipment.
4. Manage one’s own time.
5. Talking to others to convey information effectively.
6. Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
7. The ability to bend, stretch, twist or reach with your body arms or legs.
8. The ability to see details at close range (within a few feet of the observer).
9. The ability to exert maximum muscle force to lift, push, pull, or carry merchandise.
10. Communicating with supervisors, peers, by telephone, in written form, e-mail or in person.
11. Developing constructive and cooperative working relationships with others and maintaining them over time.
12. Maintain a positive attitude.

**Qualifications:** To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

* Use of handheld for pulling order’s
* **Electronic mail software** — Microsoft Outlook

**Data base user interface and query software**—Excel ,Accellos ,and Mas

* **Mechanical** — Use of Pallet jacks and Forklift
* **Administration and Management** — Knowledge of business and principles

**Education/Experience:** A high school degree or equivalent; and two to four years of related experience and/or training; or equivalent combination of education and experience is required.

**Language Ability:** This position requires an ability to speak clearly and precise.

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**Math Ability:** Must be able to conduct all types of mathematical problems.

**Reading Ability:** This position involves the ability to read a pick ticket and handheld.

**Computer Skills:** To perform this job successfully you must have the ability to log into the hand held.

**Certificates and Licenses:** None required

**Supervisory Responsibilities: None**

**Communicating with Supervisors, Peers**: Providing information to supervisors, co-workers, and by telephone, in written form, e-mail, or in person.

**Work Environment:** This position operates mostly in a warehouse environment.

**Physical Demands:** The employee is regularly required to sit and use hands to type and handle, walk, stand and lift heavy boxes.

**The above job description is not intended to be an all-inclusive list of duties and standards of the position. Employees are expected to follow any other instructions and perform any other related duties as signed by their manager.**

**Please email resume to ashton@bpiguns.com**