



INTERNAL AND EXTERNAL JOB POSTING

JOB TITLE: Shipping and Receiving Clerk **WORK HOURS:** 40 / week
FACILITY: Bozeman **JOB CLASSIFICATION:** Hourly/NE
DEPARTMENT: Shipping **POSTING EXPIRES:** 30-JUN-2017

SUMMARY OF JOB DESCRIPTION

Under moderate supervision the Shipping and Receiving Clerk has the responsibility of packaging and shipping items from the Finished Product Inventory or other items as deemed necessary. Also, responsible for receiving and delivering items, and assisting in inventory control. This position includes any other tasks deemed necessary by management. Maintains positive working relationships with all levels of the organization while working under pressure and meeting daily deadlines. This position must be able to assist the Shipping Manager in all aspects of the department.

DUTIES AND RESPONSIBILITIES

Core duties and responsibilities include the following. Other duties may be assigned.

- Complies with company ethics, code of conduct, policies, and best practices, with a commitment to safety in the workplace, valuing of diversity, and promotion of a harassment-free environment. Must also comply with SOX and Export laws and rules.
- The clerk may complete all necessary documentation required for international and domestic shipments utilizing NetSuite, Pacejet, FedEx, UPS, DHL or other software. They may also communicate with customers, freight forwarders and assist with Customs for international clearance of shipments.
- The clerk will be responsible for control of Finished Goods Inventory including completing the required paperwork, segregating product and assisting with cycle counts.
- Operating a forklift, ordering supplies, cleaning and handling any activities deemed appropriate for the department is required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The optional categories listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Education and/or Experience:

This position requires a high school diploma or equivalent.

Language Skills:

Strong communication skills are essential for interaction with customers, International Customs and all Mesa departments.

Mathematical Skills:

Reasonable mathematical skills are important for understanding basic calculations.

Reasoning Ability:

Ability to apply common sense and understanding while working under pressure.

Computer Skills:

To perform this job successfully, this position requires basic knowledge of computers including ERP systems, Excel spreadsheets and Word documents.

Other Skills and Key Competencies:

Intellect - demonstrate attention to detail and the ability to problem solve.

Self-Management - use time efficiently, use professionalism by accepting responsibility for own actions.

Quality - demonstrate accuracy and thoroughness; look for ways to improve and promote quality.

Safety and Security - observe safety and secure procedures, report potential unsafe conditions and use equipment and materials properly.

Required Standard Operating Procedures Specific to This Role:

All General (GEN) procedures are to be read and understood. Other procedures are required on as as-needed basis and are listed below:

MFG-030 - Shipping of Product

EQPM-002 - Incubators, Refrigerators and Freezers

EQPM-115 - Installation and Use of the WASP WLR8950 Scanner

CS-002 - Sample Control

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms and talk or hear. The employee is required to stand, walk, reach and lift.

The employee may occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.



WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This is a high volume, high energy manufacturing facility that works to meet manufacturing deadlines. An enthusiastic, positive attitude is highly encouraged and conducive to a productive successful atmosphere.

The noise level in the work environment is usually moderate.

Applicants interested in applying for this position can submit resumes to recruiting@mesalabs.com.

Mesa Laboratories, Inc. is an Equal Opportunity Employer