



# Block Iron & Supply Company Inc.

● Oshkosh

● Madison

● Milwaukee

● Wausau

## SHIPPING & RECEIVING CLERK– OSHKOSH, WI

Position: Full-Time, Monday – Friday, 8:00 AM to 5:00 PM

Required Education: HS Diploma and/or GED Equivalent

Benefits: Health Insurance, Life Insurance, Dental Insurance, 401k Plan

### Summary

**The Shipping & Receiving Clerk receives, stores, and distributes product within the warehouse ensuring accuracy of products and timeliness of all jobs**

### Duties

- Unload trucks, check product, match purchase order to packing slip, and record shortages
- Interpret customer orders, work orders, shipping orders and requisitions to determine product to be moved, gathered or distributed and/or shipped
- Sort and place product on racks, shelves or in bins according to job and predetermined sequence such as size, type, style or product code
- Ensure warehouse is accessible and safe for customer and employee traffic
- Assist in counting of inventory
- Maintains inventory of shipping materials and supplies
- Operates computer to access, enter and correct information
- Stocks shelves and rotate inventory
- Determine method of shipment, utilizing knowledge of shipping procedures, routes and rates
- Operate forklift to move shipments

### Requirements:

- Must pass a pre-employment drug screen and physical
- High School Diploma
- 2-3 years Shipping and Receiving experience preferred
- Must have organizational skills and attention to detail
- Ability to lift up to 50lbs
- Knowledge of builders hardware is helpful