

Position Description

Wagner Systems Inc. WSI

Title: Shipping Clerk

Reports to: Shipping and Logistics Manager

Introduction

WAGNER is a well-established company with 60+ years of operating experience. With over 1450 employees worldwide the WAGNER Group is a world leading manufacturer and supplier of high technology surface finishing products and systems. Users of our efficient, reliable and cost effective solutions include final consumers, contractors and industrial manufacturing companies.

The company operates as two divisions, Decorative Finishing (DF) and Industrial Solutions (IS). This role is within our rapidly developing Industrial Solutions divisions whose headquarters are located in Plymouth, Minneapolis.

Position Objectives

Responsible for ensuring the right products and materials are delivered to the right location on time, to the quality required and in the most cost effective way. Key member of the team that oversees the distribution and transportation of goods from our facility and manufacturers to our customers.

Is aligned and committed to WSI's Winnovation 2025 vision and our key values of being accountable, open, cooperative, customer centric and progressive.

Remains accountable to WSI management, the project and fellow team members for achieving all shipping deliverables according to the project requirements for cost, quality and schedule. Works well in a team environment and has the desire to produce and deliver accurate work.

Tactful, reacts well under pressure, responds to customer (Internal or External) needs promptly. Is able to communicate orally and in writing in a clear way. Adaptable to frequent changes, delays or unexpected events, uses time efficiently.

Displays willingness to make decisions, exhibits sound and accurate judgement and able to explain reasoning for doing so. Looks for ways to improve and promote quality, be accurate and thorough in the process.

Continually builds on self-knowledge through learning on the job, training when offered and other development opportunities.

Dependable. This position supports the Operations team so commitment to complete tasks accurately and on-time is paramount.

Strives to achieve excellence in all aspects of the role. Possesses and demonstrates the key traits of a successful Shipping Clerk i.e. safety is number one in everything you do, accuracy, attention to detail, problem solving, logical, creative, quality focused, team oriented and strong communication.

Requirements of the position

The Shipping Clerk verifies and keeps records of all incoming and outgoing shipments.

Prepare documents, such as work orders, bills of lading, and shipping orders to route materials

Manage reports and shipping logs

Process outgoing shipments into computerized shipping software, SAP

“Pulls and Picks” material and equipment from inventory to fulfil customer orders

Reads customer orders, Bills of Material, work orders, shipping lists, requisitions to determine items to be moved, gathered, packaged, distributed and/or shipped.

Load/Unload trucks as needed and ensures zero damage to the freight during transit.

Examines content of received and ready to ship goods and compares them with various records, such as manifests, invoices, ship lists and Bills of Material to verify the accuracy of incoming and/or outgoing shipments.

Participates in continuous improvement efforts. Provides shipping improvement feedback to the shipping and logistics manager. Contributes to WSI's goal of operational excellence with zero errors and optimum efficiency.

Create and ensure the accuracy of packing slips and other documentation as needed.

Properly store shipping materials and supplies to maintain inventory of stock.

Packages items to minimize damage during shipment.

Applies appropriate labels (Fragile, This Side Up, etc.) and accurate address information with to all packages to be shipped.

Education

Associates Degree in Business or equivalent industry experience.

Skills

4+ years of warehouse/inventory experience is required

2+ experience with shipping companies such as FedEx, UPS, DHL, etc.

Forklift and overhead crane (5 Ton) certified through accredited association or group

Card carrying OSHA 10 Hr. certified

Proficient in English, oral and written communications

Basic math skills

Basic understanding of SAP as it relates to the logistics and shipping disciplines described above.

Intermediate skill in Microsoft Office 2016, Word, Excel, etc.