

**ChoiceSpine  
Job Description**

**Job Title:** Shipping Clerk  
**Department:** Logistics  
**Location:** Knoxville  
**Reports To:** Logistics Manager  
**Shift:** First  
**FLSA Status:** Non-Exempt  
**Prepared By:** Mark Daniels  
**Prepared Date:** 7/31/18  
**Approved By:** David Davis  
**Approved Date:** 7/31/18

**SUMMARY**

Under routine supervision this position generates shipping orders, prepares and maintain shipping supplies, accurately pull product from inventory for customer orders and product requisitions, properly pack, prepares documentation (both domestic and international), and ship domestic, international, and inter-company orders. Organizes and files all shipping documents. Interact with the Customer Service and other department personnel. Perform inventory cycle counts of inventory. Restocks inventory. Maintains organization and cleanliness of warehouse area.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Receives pick list from Order Fulfilment, checks pick list against original order, pulls, transfers in SAP system, and prepare for shipment according to desired shipping method.
- Notifies Customer Service of any out of stock items.
- Utilizing computer shipping systems, prepare packing slips, tracking labels, priority stickers, COD paperwork, and label boxes according to method of shipping per shipping order (i.e., COD, OVERNIGHT, FedEx, UPS, etc.).
- Provides shipping information as needed to appropriate personnel.
- Assists in performing cycle counts and resolving discrepancies in the finished goods area and participates in companywide inventories when required.
- Ensures the warehouse and packaging work area is accessible and safe at all times.
- Performs other duties as needed
- Shift hours are 10:30 to 7:00 EST.

**SUPERVISORY RESPONSIBILITIES**

Not Applicable

**QUALIFICATIONS**

The requirements 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.

- Good communication skills, both verbal and written
- Strong organization skills and attention to detail and accuracy
- Basic computer skills required (word, excel, outlook) Fedex, UPS preferred
- Must have excellent problem solving skills

**EDUCATION and/or EXPERIENCE**

High school diploma or equivalent, and 6 months experience in shipping or receiving position

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid TN driver's license required

**EXEMPTION**

Non-Exempt

**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 and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 75 pounds.

**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.

Working environment is typical of an office, manufacturing, and laboratory environment. Working in this environment may require the use of safety equipment to include but not limited to; eye safety glasses, hearing protectors, and work boots.