

POSITION: Shipping and Receiving Clerk

QUALIFICATIONS

Education:

High School Diploma or Equivalent; three (3) years related experience or training in warehouse; or equivalent combination of education and experience

Job Description:

Woodway is the manufacturer of the world's finest treadmill specializing in high end, custom designed and hand built treadmills for fitness training, rehabilitation, and human performance. As a company WOODWAY has been at the forefront of testing and training technology for over 40 years shipping worldwide using a variety of transportation methods. We are looking for a Shipping and Receiving Clerk to join our Team!

Summary

Under supervision, perform a wide variety of activities related to the shipping of all outbound product.

Essential Duties and Responsibilities:

- Verifies and keeps records of incoming and outgoing shipments and prepares items for shipment.
- In conjunction with senior supervisor will be responsible for all outbound freight to comply with warehouse operations. Reconcile waybill, bill of lading with bill of materials and actual shipment arrivals.
- Prepare shipping documents along with the correct mailing labels and ensure that all orders from the warehouse are correctly fulfilled.
- Assure orders and shipping quantities match picking documents through careful audit of said documents and assist in resolving any discrepancies.
- Ensure the accuracy of all shipping documents by strict adherence to standard operating procedures. Gather, enter into Epicor management system and maintain all data and records relative to shipping and receiving activities.
- Using a warehouse management system prepare accurate bills of lading for outbound freight.
- Compares identifying information and counts, weighs, or measures items of incoming and outgoing shipments to verify information against bills of lading, invoices, orders, or other records.
- Affixes shipping labels on packed cartons.
- Consolidate shipping orders.
- Ensure that drivers depart with appropriate paperwork.
- Maintain the automated inventory management system to ensure that actual physical inventory matches the database logical inventory.
- Answer/route all telephone calls in a polite manner, taking messages and routing to proper individual in a timely manner.
- Maintains shipping stations are in working order and stock with materials
- Monitor the supply of packaging materials and requisition additional supplies as required



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- Coordinate with carriers to schedule pick-up of goods
- Complete necessary management reports as required.
- Help with or complete special projects at the discretion of the Lead or Supervisors.

Required Qualifications:

- Experience with RF Scanner
- Proficient in computer skills for data entry
- Proficient in Microsoft Office, especially Excel
- Must be able to read, write and speak in English
- Good interpersonal & communication skills
- Highly organized, detail orientated and self-motivated individual (proactive attitude)
- Ability to work in fast-paced environment, learn quickly and follow established processes
- Good mathematical skills – Ability to understand basic algebra, able to calculate figures and amounts such as proportions, percentages, volume etc.
- Professional attitude required when dealing with vendors, truck drivers, delivery personnel, etc.
- Perform all duties deemed necessary by manager

Training Required:

- Quality Manual
- Company Handbook
- Product Specifications
- Software Training specific to performance of position
- UPS



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