



**Manufacturing company in Gurnee is seeking a Shipping Clerk. This is a key position with the company and good attendance is mandatory.**

Job Description

The shipping area job duties are as follows:

- First, rolling various sized slings that the company manufactures, machine banding them or hand bagging them.
- Next, verifying the count to the order's pick ticket and then boxing the slings for either UPS/ FedEx shipment, customer pick up, or LTL truck shipments.
- Packages for UPS are then scanned and manifested, labeled and placed on a cart for UPS daily pick up.
- Cartons that are packed on a skid for LTL shipments are banded, shrink wrapped, labeled and scheduled for LTL carrier pick-up. The quotes, Bill of Ladings, labels, and scheduling pickups are normally done on the Carrier's web site.
- FedEx ground is also schedule on FedEx website.
- Lastly, would be to maintain the shipping area's cleanliness and supplies.
- Must be able to lift 70 pounds; company supplies lifting belts

**Benefits after 90-day probationary period**

**Pay/Salary will be discussed when contacted**

**Working hours 7:30 a.m. to 4:00 p.m.**

**If interested:**

Please email resume to [mmueller@lakecountyil.gov](mailto:mmueller@lakecountyil.gov) or call 847 377-3431

