



## Shipping Clerk

Laser Precision, LLC is currently seeking a Shipping Clerk.

Job Type: Full-time

**Job Overview:** As a Shipping Clerk, you would be responsible for the following:

You will perform the daily functions of shipping and packing customer orders in accordance with standard operating procedures.

You will be cross-trained on other functions (e.g. packing slip/BOL creation, UPS shipping) as required to support the overall effort of the Logistics Department.

1<sup>st</sup> shift and 2<sup>nd</sup> shift positions are available: Monday-Tuesday-Wednesday-Thursday- Friday between 1<sup>st</sup> shift 7am-3:30pm 2<sup>nd</sup> shift 12pm-8:30pm

You will receive an industry competitive wage and benefit package including; vacation, holiday/sick time, health/dental/vision insurance, bonuses, and a 401K plan.

### Required Qualifications:

High School Diploma and/or GED equivalent.

6+ months of warehouse experience or similar environment.

3+ months experience working on a computer.

Must be a detail oriented person willing and able to contribute to a team effort.

Begin and finish each day with a zero defect mentality.

### Physical Requirements and Duties:

Ability to reach, turn, twist, and walk.

Ability to stand for 85% of a work shift.

Ability to lift 35 lbs. at a time.

### Preferred Qualifications:

Forklift experience a plus.

Experience Stocking in a warehouse environment.

Experience with both Shipping and Receiving in a warehouse environment.

Experience with both Picking and Packing in a warehouse environment.

Laser Precision, LLC is an equal opportunity employer.

For consideration, please submit a resume to: [Kimberly.Wimer@laserprecision.com](mailto:Kimberly.Wimer@laserprecision.com)