

Job Posting – Shipping and Receiving Clerk

KH Industries is seeking experienced Shipping/Receiving candidates for its Hamburg, NY office. The company manufactures and sells precision machined parts for their customers mostly in the medical, aerospace and communications industries. If you are looking for a company built on respect, we are looking for you!

The duties for the shipping and receiving clerk will revolve around verifying and maintaining records for incoming and outgoing shipments.

Essential Duties and Responsibilities

- Picks orders for shipment to customers and examines shipment contents with customer orders to verify accuracy.
- Prepares documentation for regulatory compliance when shipping domestic and international orders.
- Reads work orders or receives oral instructions to determine work assignments and daily priorities.
- Records numbers of units received or shipped using product scanner.
- Uses computer program or contacts carriers to determine shipping methods and rates for materials and orders to be shipped.
- Packs, seals, labels, or affixes postage to prepare materials for shipping.
- Moves freight, stock, or other materials to and from storage or production areas, loading docks, and delivery vehicles by hand/forklift/other equipment.
- Delivers materials to departments.
- Scans product in and out of inventory and locates product to appropriate warehouse location after scanning.
- Conducts cycle counts to ensure inventory accuracy and reports any discrepancies to the Accounting Department.
- Consider the relative costs and benefits of potential actions and to choose the most appropriate one.

Qualifications/Skills

- High school Diploma or GED
- A minimum of 1 year of experience in a shipping and receiving function
- Stand Up Forklift Certification is preferred
- Ability to lift between 75-100lbs on a frequent basis

Starting rate is based on experience and we offer an excellent benefit package, including Health Insurance, 401K retirement plan, paid time off, and holidays.

Please no phone calls or drop offs.

KH Industries is an equal opportunity employer.