



SHIPPING CLERK

Job Summary

We are hiring Shipping Clerk professional to join our team. If you are excited to be a part of a winning team, NORA LIGHTING is a great place to grow your career. The shipping clerk will be working in a fast-paced warehouse environment and must be able to stand for long periods of time, move around often, and lift items repeatedly. The Shipping Clerk must follow all established shipping procedures including scanning of all materials to prevent errors. Must be able to effectively work with others and be able to adapt to changes. Safety is a priority for ALL Nora employees.

DUTIES & RESPONSIBILITIES INCLUDED BUT ARE NOT LIMITED TO:

- Ensure all shipments receive the proper labeling and addresses and are packaged to arrive safely.
- Keep the shipping area well organized to ensure shipping accuracy.
- Carefully read and analyze all paperwork to avoid shipping errors.
- Ensure that all materials shipping have been accurately pulled by scanning EVERY item.
- Accurately enter all shipping data into PC using NS, UPS/FED-EX software.
- Create all necessary shipping paperwork, labels and properly attach them to each package and pallets.
- Follow all customer instructions stated on the order. (i.e., marking, or labeling boxes as per customer instructions).
- Keep supervisors aware of product shortages to maintain accuracy of the shipment.
- Prepare all materials for shipping. Properly package all items to prevent damages.
- Properly stage finished boxes and pallets for pickup at the end of the day.
- Assist the UPS, FED-EX, LTL drivers when they pick up
- Communicate and coordinate with other shipping clerk when needed.
- Monitor all packaging supplies and advise a Supervisor when supplies are low.
- Adhere to all company policies; including but not limited to attendance, safety, and security and promote positive company culture.
- Performs other miscellaneous task & duties as directed by supervisors.
- Maintains a clean organized workstation to facilitate workflow functions.

Requirement & Essential Skills are but not limited to:

- Minimum 1 year experience (3 years preferred)
- Basic computer skills, including but not limited to Microsoft office and Outlook experience.
- Experience working in a fast-paced environment while maintaining attention to detail.
- Must be able to work in a team as well as independently
- Ability to problem solve quickly and prioritize daily tasks according to their importance.
- Ability to maintain a high level of physicality for prolonged periods and working primarily standing
- Able to lift minimum of 50 lbs.



- Must be able to follow procedures, best practices, and report unsafe and unprofessional behavior.
- Perform different job functions within the organizations warehouse department
- High School Diploma or Equivalent

Nora Lighting is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex (including pregnancy), sexual orientation, gender identity, national origin, genetic information, creed, citizenship, disability, and protected veteran or marital status.

Nora Lighting is a Drug-Free Workplace – Employment is subject to passing a drug test