

Position Profile:

The purpose of the Shipping Clerk is to prepare product and shipping labels based on customer delivery schedules and ensure customer label specifications are followed. The Shipping Clerk also supports the operations team in processing returns and in various administrative capacities as assigned.

Work Responsibilities:

- Responsible for coordinating with shipping operations to ensure timely completion of appropriate burn labels, bar codes, box labels, and shipping labels to meet customer shipping deadlines.
- Proactively generates, prints, organizes, and distributes barcodes and UCC as required by various vendor guides based on order information obtained from Power BI and/or vendor portals.
- Coordinates with scheduling to ensure that the correct labels in the right quantities follow all direct orders as needed and distributes paperwork to the warehouse team.
- Establishes and practices good label controls to ensure correct quantities are produced.
- Prints bulk labels for shipping cases and offsite builds.
- Responsible for maintaining accuracy of label compliance, date codes and batch numbers.
- Coordinates with Shipping Manager to maintain accurate stock levels in company software.
- Prints and distributes job paperwork.
- Closes production jobs.
- Processes customer returns in a timely manner daily.
- Repackage returns and damaged packages and distribute to correct shipping line or free shelf.
- Performs various administrative tasks as assigned.

General Responsibilities:

- Supports CURiO Cornerstones and strives for individual leadership by using cornerstone behaviors in the workplace and in daily decision making.
- Follows all policies and procedures of the company. Works cooperatively with all departments, maintaining a positive work atmosphere by acting and communicating in a manner that promotes cooperation with co-workers, supervisors, and managers.
- Actively seek individual development through taking advantage of opportunities for skill enhancement. I Keep up to date with the latest best practices, trends, concepts, and regulations in the specific job area.
- Manage time effectively, meet personal goals and work effectively with other members of the team to meet CURiO goals.
- Follows all safety guidelines and polices. Makes supervisor/manager immediately aware of any observed safety issue. Keeps work area clean, safe, and organized.

Position requires extended work hours as necessary to meet seasonal deadlines. Performs other work as assigned.

Minimum Qualifications

- High School Diploma or equivalent
- Two years' experience in an administrative support role to operations.

Computer and/or software qualifications:

- Basic level of proficiency in Microsoft Excel, Word, Outlook

Core Competencies:

- Ability to communicate and interact effectively with managers and co-workers
- Demonstrated ability to function in a fast-paced, ever changing, deadline driven environment
- Strong planning and organizational skills
- Ability to learn the appropriate technology to perform the job duties

- Ability to process, maintain and protect company confidential/proprietary information

Travel Requirement: Less than 5%

Working Environment and Physical Demands:

- General office environment: Works generally at a desk in a well-lit, air-conditioned cubicle/office, with moderate noise levels.
- Ability to sit for hours at a time, viewing computer monitor on a constant basis. Frequent walking and standing relative to interaction with other personnel.
- While performing the duties of this job, the employee is intermittently exposed to dusty and fragrant conditions, varying temperature levels, work near moving mechanical parts, and high noise environments.
- Occasionally required to lift and/or move items weighing 10 – 15 pounds.

*** Note: This job description does not restrict CURIO's right to assign or reassign duties or responsibilities to this job at any time. This document does not create an employment contract, implied or otherwise. It does not alter the "at will" employment relationship between the company and the employee.*