

## **Shipping Clerk (Hayward, CA)**

TMPI, a major player in precision chemical cleaning, serves the needs of the semiconductor industry and other high technology businesses. This mid-sized company is ISO 9001-2015 certified and has been a closely-held business for over 30 years.

All full-time employees are eligible for Medical/Dental/Vision insurance, holiday pay and Vacation time.

## **TMPI Precision Parts Cleaning (Hayward, CA)**

**Location:** Hayward, California

**Status:** Full time

### **Job Description:**

TMPI Precision Parts Cleaning is seeking a Shipping Clerk for our Hayward, CA location. We're looking for great candidates to join our company; this role is responsible to verify and keep records on incoming and outgoing shipments, prepares items for shipment: Compares identifying information and counts, weights, or measures items of incoming and outgoing shipments to verify information against bill of lading, invoices, orders, or other records.

### **Duties and Responsibilities:**

- Determines method of shipment, utilizing knowledge of shipping procedures and routes.
- Responsible to verify work instructions via traveler for final packaging: verify part material, count, purchase order number, certs and sales order number prior to final packaging.
- Print all customer labels for the orders being shipped.
- Affixes shipping labels on packed boxes identifying shipping information; especially for international shipments.
- Ensure labelling information and quantity accuracy when preparing shipment to ensure product quality.
- Assembles cardboard containers or selects preassembles containers.
- Inserts items into containers using spacers, fillers, and protective padding.
- Binding of crates or boxes into pallet with metal tape, using strapping machine.
- Examines outgoing shipments to ensure shipments meet specifications.
- Maintains inventory of shipping material and supplies.
- May operate forklift, electric pallet jack, or hand truck to convey, or hoist shipments from shipping-and-receiving area to storage canopy.
- May perform shipping or receiving activities and be known as Shipping Clerk or Receiving Clerk.
- Responsible for area housekeeping and 5S organization of work station.
- Maintains security of historical records by filing accordingly.
- In absence of supervisor, leads the work of shipping/receiving personnel.

### **Physical Demands:**

- Operate and perform daily inspection of forklift.
- Must be able to lift 25-40 lbs.
- Must be able to operate manual & electric pallet jack, hoist or forklift.

### **Job Requirements:**

- **Ability to follow both verbal and written instructions.**
- **Attention to detail and good hand, eye co-ordination.**
- **Shipping Experience.**
- **Computer experience in Microsoft Office applications.**
- **Shipping Clerks have direct customer interaction and must therefore present themselves in a professional manner, as well as communicate concerns or issues verbally and in writing with customer service and or scheduling department.**

**Qualifications:**

- **Required: High school diploma or G.E.D, and zero to four years' previous experience is preferred**
- **1-2 years' experience is preferred**
- **Successfully complete a pre-employment, physical, which includes previous employment check.**
- **Computer experience in Microsoft Office applications.**
- **Normal setting for this job is fast-paced, deadline oriented environment.**
- **Role may change or evolve with business needs and company growth. Your immediate Supervisor or Manager will cover change in responsibilities during One on One or Review time.**

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.**