**JOB TITLE**
Shipping/Receiving Clerk

**JOB ID**
18023

**OPEN DATE**
02/07/2020

**LOCATION**
San Jose

**HOURS/WEEK**
40

**SALARY**
$18 - $DOE

**WORKDAYS**
Monday-Friday

**SHIFT/HOURS**
Varies

**REQUIRED FOR POSITION**
Background Check - DL/DMV check

**REQUIRED EDUCATION**
High School Diploma/GED

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**JOB DESCRIPTION**

**Nature of Duties:**

We are currently seeking a Shipping/Receiving Clerk to support activities related to the shipping of finished goods. Communicates and coordinates with transportation companies (fedEx/UPS). Handles routine questions and problems and maintains open communication with other departments throughout the shipping/delivery cycle. Confirms the accuracy of invoices, bills and charges relative to the shipment of goods. Logs order information into the computer (Oracle) and files and distributes paperwork as necessary. Maintains records and generates reports for accounting and other areas.

- Lifts heavy items and may operate a forklift.
- Prepares and maintains records of merchandise shipped.
- Drive company van and deliver boards to customers, cut slip sheets, package and box boards in accordance with department procedures.
- General housekeeping
- Order fulfillment, storing and distribution of materials, parts, supplies, etc
- unpack and pack goods and materials

**3 TO 5 KEY SKILL SETS REQUIRED**

**Requirements/Education:**

- Prior Sanmina experience and systems knowledge is preferred.
- Clean driving record (submit DMV print out), ability to read and follow procedures
- Shipping department experience required
- Must be familiar with International shipping
- Previous clerical experience
- Computer experience (preferably with Oracle but not required)
- Able to communicate in English (verbal and written)
- High accuracy of attention to detail
- 0-2 years of work experience
- Must be able to learn and adapt quickly
- Must have valid Driver’s License
- Must be able to lift 30 lbs and over (repeatedly)