

Shipping/Receiving Clerk

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Company: Vectrus

Location: Kuwait

Category: other-general

Overview

****This position is physically located in Kuwait in support of LOGCAP****

The Shipping & Receiving Clerk performs routine day-to-day clerical and physical tasks in connection with shipping and receiving goods and cargo for the Transportation Department. Employee must be capable of following routine tasks in order to follow established guidelines. Shipping & Receiving Clerk must be capable of working independent in lieu of specific instructions to accomplish mission and enforce the importance of safety at all times, this worker receives specific guidance from supervisor or other appointed officials.

Responsibilities

This position description is subject to change at any time as needed to meet the requirements of the program or company.

Trained in packaging, packaging specifications, and served in packaging position with recent experience.

Use Army AIS to collect, analyze, and report transportation data.

Inputs, processes, and distributes all requests to the appropriate database.

Ensures that all inbound/outbound cargo RF Tag is processed and that in transit visibility

is maintained throughout the shipment process.

Establishes and maintains documents such as signed copies of MRO's, TCMD for shipping and receiving section.

Maintain the visibility of all documents and records of all items shipped from the transportation.

Correct error and exception reports.

Performs other duties and assignments as required.

Qualifications

MINIMUM QUALIFICATIONS: Education/Certifications: One year related experience may be substituted for one year of education, if degree is required. High school diploma or equivalent.

Experience: Three years' experience shipping and receiving background. Experience with computer-based shipping and receiving accounting and tracking systems.

Skills: Collaborative work style fostering cooperation and teamwork. Ability to work effectively with employees and management of all levels to include multi-national staff, superiors, and ranking military officers. Ability to handle confidential company and employee information with complete discretion. Highly proficient in English, both verbally and written. Basic proficiency in Word, Excel, and Outlook applications. High-level organization and planning skills so workflow is managed efficiently and accurately. Ability to read, analyze, and interpret reports and documents. Knowledge of MHE equipment operation. Ability to understand and follow quality and safety procedures.

SUPERVISORY/BUDGET RESPONSIBILITIES: N/A

MATERIAL & EQUIPMENT DIRECTLY USED: Employee must be capable of utilizing personal computers. Shipping & Receiving Clerk must be certified and/or licensed to operate Forklifts (10k and below).

WORKING ENVIRONMENT: Work is generally conducted in a shop environment. However, duties may involve the conduct of work in the out-of-doors area with a potential exposure to

extreme climatic conditions. Wears and/or uses Protective Clothing Equipment (PCE) reference The Occupational Safety and Health Administration (OSHA) safety regulation and procedures. Working on or around a MHE on a daily basis, an understanding of MHE usage and associated hazards. Working in the yard/warehouse storage (dust and items stocked over the head) bending over and reaching for items while using the mobile ladder. Hearing is essential due to various vehicles driving thru the warehouse to pick up or drop off equipment and/or general Military cargo. Must be able to lift/push/pull 35-45 lbs.

PHYSICAL ACTIVITIES: Work may require heavy lifting up, stooping, climbing, prolonged standing, prolonged sitting, and working with or in areas where a potential could exist for exposure to physical, chemical or biological agents. Employee use of personal protective equipment (PPE) is required for some situations. PPE includes but is not limited to head, foot, torso, respiratory, vision, and hearing protective devices. Must comply with all Fire and Safety Regulations and post policies.

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