

## JOB DESCRIPTION

### Shipping & Logistics Clerk

**Status:** Non-exempt, full-time

**Reports to:** Engineering Manager

### Summary of the Position

Organizes and operates all supply chain logistics operations including packaging, receiving, and shipping (import and export, internal transportation, Dangerous Goods, and third-party logistics). Performs some warehousing duties.

### Duties and Responsibilities

1. Shipping:
  - a. **Materials Receiving** – Unpacks, inspects, receipt inspects and receives materials on a daily basis. Routes items to kitting in the warehouse, or individual end-users in the company as required. Utilizes company ERP software for receiving, and order tracking.
  - b. **HazMat Shipping/Receiving** – Ships and receives hazardous materials domestically and internationally. Works with laboratory prep technician to ship monthly samples domestic and worldwide. Periodically works with third party to modify and/or re-certify HazMat packaging methods and materials. Maintains HazMat certification and in all cases works safely in a challenging industrial environment.
  - c. **Standard Shipping** – Inspects, packs, and ships standard shipments domestic and international in support of field operations, customer order fulfillment, and other reasons. Generates packing lists, commercial invoices and all other shipping documentation as required for individual projects. Maintains adequate stocks of ISPM-15 certified crates, ISMP-15 blocking materials, boxes, chemical shipment drums, bags, tape, and all other packaging materials needed for Thermochem shipments.
  - d. **Freight Forwarding Services** – Acts as the primary point of contact for all company interactions with freight forwarding services and shipping agencies. Maintains existing business relationships while concurrently developing alternate and improved service and agency options. Proactively establishes contact(s) with customer shipping agents and others in the shipping supply chain to form an effective, durable shipping network for Thermochem, Inc.

2. Miscellaneous Responsibilities:

- a. Ability to setup special shipping services (e.g., cranes, side-lifters, local couriers, dedicated trucks, etc....) as required to move Thermochem, Inc. materials to/from locations in a timely manner.
- b. Maintaining an adequate stock, and accurate inventory, of all necessary shipping supplies.
- c. Safe forklift operation, including arrangement of certified routine and non-routine maintenance.
- d. Forklift operator certification, ensuring all forklift operators have current training, certifications, and skills to operate the equipment.
- e. Facility maintenance tasks including light bulb replacement, warehouse organization and cleaning, shipping area organization and cleaning, and facility opening and/or closing.
- f. Performs other assigned duties and tasks as required by supervisor.

3. Skills Advancement:

- a. Continuously updates and develops shipping procedures, as directed by supervisor, to ensure the Thermochem process continues to be adapted to meet new and changing requirements.
- b. Seeks out and completes related training opportunities as needed to support the process of continuous improvement.

## Education, Knowledge, Skills, and Abilities

**Education/Experience:** Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

1. Minimum High school diploma or equivalent; and
2. At least three years of warehouse and/or logistics management experience, forklift certification and IATA certification for air shipment of dangerous goods.

**Knowledge:** Possesses a working knowledge of electrical and mechanical operations and be able to work effectively with basic shop tools and machines.

**Skills:** Able to operate computers, with proficiency in Microsoft Excel, Microsoft Word, Microsoft Outlook, and Adobe Acrobat. Must have good communication and interpersonal skills in order to communicate rapidly and effectively within the organization and to represent the company in a professional manner to suppliers and visitors.

**Physical Requirements:** Ability to lift at least 50 lbs. and to push/pull up to 100 lbs.; this job involves lifting, bending, twisting, reaching, walking, standing and repetitive motion; driving of company vehicles and operation of equipment and machinery; must adhere to attendance requirements as stated in the policy handbook.

**Working Conditions:** Exposure to chemicals, fumes and gases; use of safety equipment; exposure to marked change in temperature.

**Licenses:** Possession of a valid class C motor vehicle operator's license, and willingness to use personal vehicle in the course of employment.

**This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by their supervisor.**