



5175 S. Soto St.
Vernon, CA, 90058
323.567.2013 ext.1
323.317-4764 Manager

Logistics: Shipping position

Paperwork you need to apply for this position:

1. Must have a VALID ID and / or Driver's License
2. Social Security Card
3. Bank Account
 - All Employees are paid by check or Direct Deposit
 - All of 2022 year - all employees are paid weekly
(starting 2023 the company will be going on to a Bi-Weekly pay period)

A successful Shipping assistant should be able to fulfill certain duties and responsibilities. Shipping assistants can perform efficiently in a warehouse and dispatch environment by handling incoming and outgoing deliveries. The following are some duties and responsibilities for a Shipping assistant that you should be able to do efficiently.

- Obtain and process product orders, including receiving deliveries, registering them, and distributing packages and letters within the company.
- Maintain the company stockroom through organizing, cleaning, and cataloging items on a regular basis.
- Schedule large shipments and plan the logistics to ensure that there is sufficient storage space for incoming items.
- Keep files of goods shipped and received by preparing regular shipping and receiving reports for managers.
- Handle issues arising in shipping or inventory handling
- Trouble shoots shipping issues and customer complaints that arise and work to solve them. (ie: be on the phone & email about issues or problems that arise)
- Help in organization of merchandise in the warehouse. Your Warehouse Helper will be packaging, lifting items as necessary, operating forklifts and pallet jacks for large goods (All YOU would need to do is be there to be sure it is organized and accounted for)

What Does a Shipping Assistant Do?

Shipping assistants typically work for warehouses or storage facilities to fulfill customer orders and maintain product inventory levels. They work closely with other Office assistants and warehouse assistants to review invoices, retrieve products, package products and place labels on outgoing packages. Their job is to keep detailed records of incoming and outgoing shipments for management to review at the end of each month.

Shipping Assistant Skills and Qualifications

A professional Shipping Assistant will have certain prerequisite skills and qualifications. These skills and qualifications guarantee the competitiveness of a candidate. Since Shipping assistants are responsible for sorting, organizing, and transferring goods, they must have the following skills and qualifications:

- Strong interpersonal and communication skills
- Excellent organization and administrative skills
- Integrity over all aspects of the job
- Leadership skills
- Exemplary customer service skills
- Good analytical and problem-solving skills
- Strong computer skills: iMac / Apple
- Strong communication skills: verbal & written
- Detail-oriented and multitasking skills

***Not Required*:**

- Ability to operate warehouse machinery such as:
 - Forklifts
 - Pallet jacks
 - Dollys

- Electric pallet jack

A Shipping Assistant, is responsible for many things:

- preparing outgoing shipments
- receiving incoming:
 - making sure the shipments are at the correct location (Address / Company Name)
 - Products and supplies ordered

Duties include:

- organizing inventory for easy retrieval as new orders come in
- reviewing - incoming shipments
- reviewing - outgoing shipment
- scheduling pick-ups with: UPS, USPS, FEDEX, DHL, Freight Companies, Docks, and other freight / boat companies.
- Maintain shipping documents:
 - Set up Excel files
 - Keep files up to date
 - Invoice customers
 - Organize the customer files
- Staying up to date on any and all shipping news / updates world wide and with the different shipping companies we use.

Shipping Assistant Salary Expectations

The starting salary for a Shipping assistant \$19.00 per hour.

Employee evaluations are done once a year as well as salary / wage increases All changes are done by HR & Payroll Managers and CFO of the Company.

Shipping Assistant Education and Training Requirements

Education and training requirements are important in a Shipping Assistant's job description. They prove that a candidate has the necessary academic and training requirements to complete the job.

In this regard, a Shipping Assistant candidate should have:

- A logistics diploma | Certification: of how to do Domestic & International shipping.
- A High School Diploma or GED equivalent
- They should have knowledge of computer applications
- Basic mathematics and computer skills

***NOT REQUIRED* :**

- An associate's degree in business or related field is an added bonus to a candidate seeking promotion opportunities

Shipping Clerk Experience Requirements

A Shipping Assistant's experience requirements are crucial to the job.

A Shipping Assistant should have some experience in:

- Dispatch
- Warehouse activities
- Excel / Google Sheets: Spreadsheets and database software.
- 1 or 2 years of Office experience / Clerical work

- Experience working and standing for long periods

What are the daily duties of a Shipping Clerk?

On a typical day, a Shipping Assistant starts by reviewing the emails for the incoming and outgoing shipments they're responsible for that day. With delivery times in mind, Shipping Assistants email customers about their shipping orders, coordinate with the warehouse helper to weigh packages, make, and place labels on packages and organize packages accordingly. Throughout the shift, Shipping Assistant assists their coworkers in organization of loading and unloading delivery trucks. Shipping assistants verify incoming shipments by cross-checking invoices against incoming deliveries. They also organize quotes for possible shipments.

Before the end of their shift, Shipping assistants help prepare orders for upcoming shipments and speak with the General Manager to inform them of the tasks they were able to complete.