



**Job Posting
Shipping Clerk
9/8/2017**

Jobs with Purpose

Eastern Carolina Vocational Center Inc. has an opening for a **Shipping Clerk** in the Shipping DEPARTMENT. This position is primarily responsible for verifying and keeping records on outgoing shipments. Responsible for preparing items for shipment, utilizes computer linked to UPS for weighing and shipping; Duties may include labeling, packaging, or other duties related to production.

Some of the Essential Duties and Responsibilities are:

- Types billing documents and shipping labels using computers.
- Computes shipping prices using a calculator or price list.
- Determines method of shipment utilizing knowledge of shipping procedures, routes, & rates.
- Prepares documents such as shipping orders to route materials.
- Examines products and compare with records such as invoices or orders to verify accuracy of outgoing shipment.
- Reads work orders or receives oral instruction to determine work assignments, materials & equipment needs.
- Reads order to determine the quantities of different orders to be shipped out.
- Places specified number of products in containers and seals.

Physical Demands

- Medium work with lifting and/or moving objects up to 20-50 lbs. occasionally, 10-25 lbs. frequently and up to 10 lbs. constantly.
- Ability to hear and speak.
- Frequent sitting.
- Occasional standing/walking.
- Good visual acuity including depth perception.
- Ability to reach, handle, finger.
- Occasional stooping, crouching.
- Repetitive use of hands/arms.

Education and Experience:

- High School Diploma or GED required.
- 1-2 years of experience required with a minimum of 3 months working in an industrial setting is preferred.

For consideration, please visit <http://www.ecvcinc.com/careers-ecvc> send resumes via fax to 252-830-1260, email: mbrewer@ecvcinc.com or mail to Attention: Personnel, ECVC, 2100 N. Greene Street, Greenville NC 27834. Open till 4:30pm on Friday 9/15/2017.

800.758.4188

252.758.4188

FAX 252.830.1260

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