

Shipping Specialist

Position Summary

The Shipping Specialist is responsible for the preparation and execution of the outbound shipping of completed orders and other items that require shipping services. The Shipping Specialist reports directly to the Client Service Manager.

Abilities Required

- ★ Read & understand English
- ★ Ability to lift 50lbs and work with basic computer software & hardware.
- ★ Ability to effectively communicate with co-workers and clients.
- ★ Time management and organizational skills.
- ★ Attention to detail and a commitment to excellence.
- ★ Ability to operate under pressure and time constraints.
- ★ Be comfortable on your feet for the duration of your shift.

Specific Responsibilities

- ★ Read, understand, and verify shipping information on IHWO (In House Work Order).
- ★ Locate boxes that correspond with above IHWO and prepare for shipment.
- ★ Utilize FedEx and UPS Worldship technology to generate pre-paid shipping labels.
- ★ Move packages to specific locations for pickup by the driver.
- ★ Keep your work area clean and organized.
- ★ Assist other departments when needed.

Key Performance Indicators

- ★ Maintain 100% accuracy in shipping of outbound packages. We must ship the right garments to the right clients
- ★ Making sure the packages are weighed and measured precisely so we don't get costly adjustments after the boxes have been shipped.
- ★ Taping, weighing, measuring, generating a label in under 3 minutes.
- ★ Making sure the boxes are sealed and the garments arrive looking brand new and organized in a professional manner.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.