Job Description

Job Title: Shipping & Receiving Clerk

Location: Peterbilt of Garden City

Job Type: Full-Time

Overview: We are seeking a reliable and organized Shipping and Receiving Clerk for our heavy-duty truck dealership. The ideal candidate will be responsible for managing all incoming and outgoing shipments, verifying and recording deliveries, and ensuring that inventory is accurately tracked and stored. This role requires attention to detail, the ability to work in a fast-paced environment, and strong communication skills.

Key Responsibilities:

- Receive, inspect, and verify incoming shipments of parts, equipment, and supplies for accuracy and quality.
- Unload, unpack, and organize items, ensuring they are properly labeled and stored in designated locations.
- Prepare and package orders for shipping, including verifying orders, packing items securely, and labeling packages.
- Maintain accurate records of all shipments and deliveries, including updating inventory management system.
- Coordinate with internal departments, vendors, and carriers to schedule deliveries and shipments.
- Track inventory levels and report any discrepancies or shortages to management.
- Operate forklifts and other warehouse equipment to move, load, and unload materials.
- Assist with inventory counts, stock checks, and maintaining a clean and organized warehouse environment.
- Follow all safety protocols and company procedures to ensure a safe and efficient workflow.

Qualifications:

- High school diploma or equivalent.
- Previous experience in shipping, receiving, or warehouse operations, preferably in the automotive or heavy-duty truck industry.
- Basic computer skills.
- Strong organizational and time-management skills.
- Ability to lift and move heavy items (up to 50 lbs) and stand for extended periods.
- Experience operating forklifts or other warehouse equipment, forklift certification is a plus.
- Excellent communication skills and a team-oriented mindset.

Preferred Skills:

- Knowledge of heavy-duty truck parts and equipment.
- Familiarity with shipping procedures and documentation (e.g., bills of lading, packing slips).