



GOODWILL INDUSTRIES OF THE REDWOOD EMPIRE

POSITION DESCRIPTION

POSITION TITLE: Online Sales Shipper

STATUS: Non-Exempt

DEPARTMENT: Cyber Sales

1. **CHARACTERISTICS OF THE JOB:**

Shipping clerk is responsible for the packaging, labeling & shipping of all merchandise sold on-line, using proper packing methods to ensure its safe arrival.

2. **PROVIDES SUPERVISION TO:**

None.

3. **RESPONSIBILITIES – ESSENTIAL FUNCTIONS:**

- To properly pack items sold on the auction site.
- Prepare shipping labels and create shipping manifests.
- Load items on cart & take to shipping area to be shipped.
- Take inventory of packaging supplies, & organize to simplify the packaging process
- Select an item to be shipped along with its matching invoice. Select appropriate packing materials, then pack & seal.
- Weigh packages, making sure the invoices do not get separated from its corresponding package.
- Enter invoice data & weight of item for creation of label & label package.
- Take completed package & set on shipping table for pick up.
- At the end of the day, run the “end of day” on PC if needed (for UPS).
- Set aside time weekly to visually inventory shipping supplies.
- Keep desk, packing area, & the storage of supplies neat, clean, & free of potential tripping hazards.
- Other duties assigned.

ANCILLARY FUNCTIONS:

- Perform other job duties as assigned by the Supervisor.

4. **QUALIFICATIONS:**

- Ability to speak, read, and write in English.
- Basic math and computer skills.
- Ability to communicate effectively with co-workers, and supervisors.
- Ability to complete basic forms.
- Ability to work independently under minimal direct supervision
- Ability to organize large quantities of packing supplies.
- Must conduct self in a safe manner, reporting all work injuries immediately.

5. **WORK ENVIRONMENT:**

Indoor weather conditions range from 60 to 80 degrees. Regularly work with items that are dirty, or dusty.

6. **PHYSICAL REQUIREMENTS:**

Ability to stand for up to eight hours a day and lift up to 50 pounds; constant bending and stopping; frequent reaching above head; occasional kneeling; fine and gross manual dexterity.

7. **IMMEDIATE SUPERVISOR:**

Cyber Department Manager.

8. **APPROVAL:**

Vice President of Retail & Operations

Date

9. **ACKNOWLEDGEMENT:**

I have read and received a copy of this position description.

Employee Signature

Date

Print Name