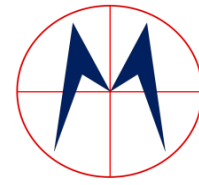


# MORTON MANUFACTURING

*"Quality Aerospace Fasteners"*



## JOB DESCRIPTION

Job Title: Shipping Clerk	Reports to: Shipping Supervisor
Department: Shipping	FLSA: Hourly
Approved by: Human Resources	

## Position Overview

This position is responsible for making arrangements for shipment pickups and delivery and ensuring that they are an active part of both procedures. They interact with people who come in to pick up shipments and delivery people in order to maintain knowledge of each shipment. They also handle merchandise inventory systems to ensure that the items ordered are in stock.

## Essential Job Functions and Responsibilities

- Handle incoming and outgoing shipments by checking them physically.
- Check products for defects and accuracy.
- Handle packaging procedures to ensure safety of shipment.
- Handle shipment receiving duties by ensuring that the right shipment is on its way.
- Report and replace any defective item prior to packaging.
- Prepare and paste labels on shipments.
- Verify accuracy.
- Ensure that items are properly packed and labeled.

## Scope

- This position reports to Shipping Supervisor and does not have any direct report.

## Requirements / Qualifications

- Must be 18 years of age or older.
- High School Diploma/ GED.
- Positive attitude and readily volunteers assistance and seeks training opportunities.

## Preferred Qualifications

- Shipping experience.

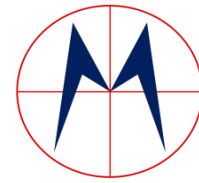
## Physical Requirements

- The job duties require standing, stooping, bending, squatting, sitting, and walking. It requires bending, reaching, kneeling, and standing for extended periods of time. Must be able to walk and lift and carry parts and other items weighing up to 40 pounds.

## Work Environment

# MORTON MANUFACTURING

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- Primary work is done under machine shop conditions. Noise level is high. Employee is exposed to moving machinery or equipment.

**NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.

**ADA Statement**

The Company is committed to providing reasonable accommodations for persons with disabilities upon request of the individual. Individuals with disabilities requiring an accommodation should contact the Human Resources Department

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

It is the policy of the Company to afford equal employment opportunity to all individuals, regardless of race, creed, color, religion, gender, national origin, ancestry, age, marital status, veteran status, disability, medical condition (as defined by California Government Code section 12929), gender identity or sexual orientation.

The Company's commitment to equal opportunity is applied through every aspect of the employment relationship, including, but not limited to, recruitment, selection, placement, training, compensation, promotion, transfer, termination, and all other matters of employment.

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The above statements describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required by employees in this position. Employees are expected to be flexible and responsive to changes in the scope of their duties. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the company. All employees are expected to be familiar with and adhere to Morton Manufacturing Personnel Policies & Procedures.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Acknowledged and Received:**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature