



## **LANDMARK STAFFING**

**Position: Shipping Clerk**

**Location: Grand Junction, CO**

**Type: Seasonal - December 22nd**

**Schedule: Monday - Friday 7:00 a.m. - 3:30 p.m. Overtime in Dec.**

**Wage: \$15.00/hour**

### **Essential Position Functions and Responsibilities:**

**The Seasonal Shipping Clerk is primarily responsible for shipping of Enstrom Candies' products to customers. Good communication skills and attention to detail are essential to the successful performance of these job requirements.**

### **Duties and Responsibilities:**

- **Prepares and expedites shipments: Determines labeling requirements including but not limited to: Assemble and pack product containers, preparing and affixing shipping labels on packages in an accurate manner including any special labels that may be required. Affix postage as needed for USPS packages.**
- **May use pallet jack or hand truck to move materials to proper area**
- **Keep all work areas clean, orderly and in compliance with OSHA requirements; assure compliance by others working in the warehouse/ shipping area.**
- **At all times, serve as a professional and courteous representative of the company when dealing with the public or co-workers**

### **Position Requirements:**

- **Skill and Ability: Read, write and verbally communicate in English; organizational skills; work well within a team environment; good relational skills with coworkers and public**
- **Tools, Equipment or Machinery Used: hand truck, pallet jack, scales, taping machine, postal meter, tape gun.**
- **Minimum Physical Requirements: be able to stand and move on cement floors for prolonged periods of time; go in and out of freezer units with designated protection; stand, lift at least 45 pounds, bend, kneel, turn, lift arms above shoulder height; push approximately 45 lbs; see, grasp tools, handle or feel objects with or without reasonable accommodation.**
- **Risk of Assault or Injury: moderate, must follow safety procedures.**