



Inventory/Shipping Clerk

Position Title: Inventory/Shipping Clerk
Work Location: Calpella Distribution Center

Job Specific Information

I. Summary

This position supports shipping/receiving/inventory management processes. This position is responsible for supporting inventory control transactions and end-of-month closeout

II. Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Establish and maintain positive work relationships with internal employees and external vendors or customers
- Complete work order transactions: produce tags and signage and reconcile inventories;
- Perform inventory transactions related to work orders
- Control and transact purchase receipts
- Transact shipments
- Ensure product quality, vendor performance and adherence to work order/purchase order and scheduling specifications
- Ensure physical inventory accuracy
- Maintain relevant files
- Review and prepare Pick Lists for each shipment
- Assign and direct trucks/preloads to be loaded
- Prepare Bills of Ladings for each shipment, ensuring that items shipped on the BOL match what was ordered on the pick list
- Prepare outside shipping logs, maintain & distribute reports as needed
- Answers and directs phone calls, recording messages when needed
- Assist haulers/customers/loaders at the front windows, checking in haulers, directing loaders, etc.

III. Qualifications/Physical Requirements

- A high school diploma or equivalency plus a minimum of one year clerical experience- One year experience working with building products, preferred
- Working have knowledge of Microsoft Office Suite, including: Access, Excel, Word, Outlook and LumberTrack, as well as the ability to learn accordingly. Ability to use a calculator.
- Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Write routine reports and correspondence
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision and ability to adjust focus.
- Must have the ability to sit and view a computer screen with use of a keyboard for extended periods of time

IV. Application Process

- Email a resume to Recruiter@MendoCo.com to request an application or
- Send by fax to (707) 485-6873 or
- Call (707) 485-6731 for more information