

Part Time Shipping Clerk, Thorlabs, Newton, NJ

The position is responsible to ensure packages are shipped on time and in accordance to sales order instructions so customers will receive products in the same condition that products were sent. Works under general supervision. Although the location of the position is in Newton, NJ, from time to time it may be required to undertake duties at other ThorLabs locations. Hours are flexible between 8am - 9pm.

Essential Job Functions include the following, but are not limited to:

- Responsible for picking and packing all orders in a timely and efficient manner according to the printed sales order while utilizing hand-held scanning device.
- Knowledge of all shipping reports
- Knowledge of all distributor shipping requirements
- Verifies and keeps records on outgoing shipments and prepares items for shipment: Compares identifying information and counts, weighs, or measures items of outgoing shipments to verify information against bills of lading, invoices, orders, or other records.
- Posts weights and shipping charges, and affixes postage.
- Assists in loading trucks, van or helping courier services in locating packages to ensure their correct destination.
- Maintains a safe and clean work area at all times.

Qualifications

Experience:

- Minimum 3 years of warehouse experience with previous warehouse and/or inventory control experience is a plus

Education:

- High School Diploma or equivalent or equivalent work experience

Specialized Knowledge and Skills:

- Familiarity with a variety of computer software applications including Microsoft Outlook, Excel and Axapta.
- Strong attention to detail
- Strong ability to work well in a group atmosphere, and comply with high quality standards.
- Strong ability to shift from one task to another to address changing priorities

Thorlabs values its diverse environment and is proud to be an Equal Employment Opportunity/Affirmative Action Employer. All qualified individuals will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status. Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Please be sure to complete an application on the company's career site for consideration:

https://www.appone.com/MainInfoReq.asp?R_ID=1998120