



Job Description - Shipping/Receiving & Stock Clerk

Job Summary -

Verify and maintain records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or materials; receiving, unpacking, verifying and recording incoming merchandise or material; and arranging for the transportation of sold stock. Sales floor activities include keeping products stocked on shelves and moving or setting up stock according to presentation requirements of the owner and/or store manager.

Tasks and Responsibilities -

- Unpacking inventory, folding paper, etc. quickly and safely with no breakage.
- Examine shipment contents and compare with records such as manifests, invoices, or orders to verify accuracy.
- For Facebook Live events: Sort items, track activity, take and send pictures.
- Scan new pottery
- Follow end-of-day cleaning procedures, keeping enough time to complete tasks on cleaning days.
- Maintain a clean and safe work area.
- Restock supplies as needed and notify manager or owner when supplies run low.
- Answer phones when necessary to assist managers and other store employees.
- Help with store orders and invoices as requested.
- Record shipment data, such as weight, charges, space availability, damages, or discrepancies for reporting, accounting, or recordkeeping purposes.
- Prepare documents, such as bills of lading or shipping orders, to route products efficiently, cost-effectively, and with consideration of time constraints.
- Confer or correspond with establishment supplier or customer service representatives to rectify problems, such as damages, shortages, or nonconformance to specifications.
- Pack, seal, label, and affix postage to prepare materials for shipping, using hand tools, power tools, or postage meter.
- Wrap items to be shipped in bubble wrap, newspaper, or other protective materials as appropriate.
- Contact carrier representatives to make arrangements or to issue instructions for shipping and delivery of materials.
- Requisition and store shipping materials and supplies to maintain inventory of stock.
- Deliver materials to shipping/receiving work areas or sales floor using hand-truck, sorting bins, or other transport tools.
- Use established shipping methods, routes, or rates for products to be shipped. When established methods or rates change, discuss options with a manager.
- Safely Lift (from the floor or other low surfaces to a table or other work surface, up to 42 inches), and carry (up to 20 feet), boxed and unboxed products and materials weighing up to 30 pounds.
- Stock store shelves and presentation areas as requested by a manager. Move stocked products as needed to achieve the presentation requirements of the owner and/or store manager.

Work Styles -

Dependability: Job requires having excellent attendance, being reliable, responsible, and fulfilling obligations.

Integrity: Job requires consistency of actions, methods, principles, expectations, and outcomes.

Attention to Detail: Job requires being careful about detail and thorough in completing work tasks.



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Cooperation: Job requires working or acting together as a member of a team for a common purpose or benefit.

Independence: Job requires guiding oneself with little supervision and depending on oneself to get things done.

Self-Control: Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.

Flexibility: Job requires being adaptable, open to change (positive or negative) and comfortable with considerable variety in the workplace.

Stress Tolerance: Job requires accepting criticism and dealing calmly and effectively with high stress situations.