



JOB DESCRIPTION

Date: July 21, 2026
Director: David McDonald

Job Title: Shipping/Warehouse Clerk
Department: Shipping

Description and Overview

Primary responsibilities for the position will be involved in the shipping (and receiving operation), including inventory control for all incoming direct and indirect materials as well as shipping materials associated with all processes. You will be required to interface with carriers and understand freight/transportation requirements; work in a variety of environmental conditions, indoors and outdoors; and interface appropriately with support and manufacturing groups on a regular basis.

Duties

- Responsible for correctly packaging and loading outbound shipments
- Responsible for general warehouse and industrial equipment maintenance
- Responsible for keeping a safe and clean workplace
- Responsible for general maintenance of shipping handlers and supplies
- During slow times, be flexible to work in un-related areas within Stillwater Designs
- During low shipping levels, be current in the knowledge of Rebox, inventory items, boxing, packaging,
- Report to Department Director consistent packaging failures.
- Shipment Documentation
Includes: Bill of Lading, Invoices, Packing Slips etc

Requirements

- High school diploma/GED required
- Must be dependable and be able to work independently
- Must be able to apply close mental and visual attention to avoid accidents, damages or direct monetary loss
- Must be accurate and a good organizer
- Must have good communication skills
- Flexible to work long days, weekends or night shift with short notice
- Must be able to maintain for forklift license if position requires it.
- Must be self conscience of all inventory movements to prevent loss, and or damages.
- Must be able to work 8-16 hour shifts with short or no notice, depending on order/backorder levels and End of the Month.

Essential Job Functions

- Must be able to lift up to 70 pound parcels
- Must be able to lift and stack approximately 500 parcels weighing 50 pounds, continuously for eight hours or more.
- Must be able to pull up to 3000 pounds on a pallet jack.



- Must be able to read and write.
- Must be able to hear warehouse equipment warnings.
- Must be able to use a calculator, phone, computer, copier and other office machines
- Must be able to pass a forklift test and maintain a forklift license.
- Must be able to operate a pallet jack and other industrial warehouse equipment
- Must be able to follow all company policies.
- Must be able to work at least 40 hours per week for full time position
- Must be able to work 20-40 hours per week for temporary and part time position