

Shipping & Receiving Clerk – Logistics Coordination Specialist



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Phone :

Web :

Job Summary

Vacancy : 7

Deadline : Mar 10, 2025

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Employment Status : Full Time

Experience :

Salary : \$16.00 - \$18.50/hour

Gender : Any

Career Level : Entry to Mid Level

Qualification : High School Diploma, Basic Computer Skills

Job Description

Process incoming and outgoing shipments accurately
Verify shipping documents and bills of lading
Coordinate with freight carriers and delivery services
Maintain shipping and receiving records in computer system
Inspect packages for damage and report discrepancies

Education & Experience

High School Diploma required. Basic computer skills and previous shipping/receiving experience preferred. Knowledge of logistics software and freight terminology helpful.

Must Have

Attention to detail, organizational skills, basic computer proficiency

Educational Requirements

High School Diploma, Basic Computer Skills

Compensation & Other Benefits

Contact our Recruiter