



Anderson Brothers Inc  
9111 N Vancouver Ave  
Portland, OR 97217  
Equal Opportunity Employer

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## SHIPPING & RECEIVING CLERK

### Job Description

Anderson Brothers is looking for a full-time person to work in the shipping & receiving department of our warehouse. This position works under the direct supervision of the department lead and the Inventory/Warehouse Manager to maintain healthy min/max inventory levels; and perform forklift duties as needed.

### Responsibilities

- Supports the shipment of goods by processing parts orders, preparing packaging, and identifying the most cost-effective shipping method
- Reviewing orders for accuracy
- Inventory audits
- Maintains inventory of shipping materials and supplies
- Receiving orders through matching the packing slip with the purchase order and identifying discrepancies
- Stocking and labeling received inventory items neatly and accurately
- Performs all computer functions necessary to track various aspects of goods
- Maintaining punctual, regular attendance is a condition of employment and an essential function of this position.
- Additional responsibilities may be assigned based upon the continuing needs of the organization.

### Skills

- Ability to work as a positive team member with a spirit of cooperation
- Attention to detail and conscientiousness
- Ability to safely operate a forklift and electric cart (or ability to learn)
- Ability to multi-task and concentrate in a noisy and busy environment.
- Ability to read, analyze, and understand instructions and documents written and spoken in English.
- Ability to communicate well with supervisor, co-workers, customers, and or vendors
- High school diploma or equivalent is preferred but not required
- Ability to continuously stand and lift, push or pull 25-50 lbs; 50-75 lbs occasionally

Work is generally performed inside the warehouse building that is enclosed and protected from the outside elements, however, the person will frequently be exposed to the outside elements when using the forklifts or there is work to do in the yard.

Job Type: Permanent Full-time

Shift available: 9:00 a.m. – 5:30 p.m.

Pay: \$16.00 - \$18.00 per hour

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