Position: Traffic Clerk-Shipping

Job Description: The Traffic Clerk-Shipping is responsible for fulfilling and shipping orders. This position will also receive inbound freight and correspond between the appropriate departments as needed.

Experience: Ability to read, write and speak English proficiently; Forklift certified (or eligible). Good detail orientation. Ability to perform all tasks while continuously standing. Ability to work quickly and efficiently while ensuring quality.

Job Responsibilities:

- Prepare sales orders for shipment (pull / verify / placard / shrink-wrap)
- Rotate stock (ensuring proper FIFO procedures are followed)
- Operate forklift and motorized pallet jack
- Complete & document daily forklift inspections
- Operate Lantech stretch wrap machine
- Load and unload freight trailers
- Verify all inbound freight, placard accordingly and move into designated storage location
- Responsible for Fed Ex and UPS shipments
- Maintain clean, safe and effective warehouse and dock area
- Double check and review orders pulled by traffic clerks and sign off on bill of lading
- Create ASN and Barcodes as needed
- Call in approved carriers on freight being shipped each day
- Update and maintain information in computer (i.e. Syspro/Excel)
- Complete all necessary paperwork and documentation
- Assist other traffic areas as needed
- Complete projects assigned by Management
- All other duties as assigned

Education: High School Diploma or Equivalent

Reports To: Warehouse Mgr / Logistics Mgr

Working Location: Gurnee or Waukegan, Illinois

Lifting Requirements: Up to 50lbs

Employment Status: Full-Time

Travel Required: None

Hours: 7:30am to 4:00pm or 7:00am to 3:30pm

Company overview: Weiman® Products have been beautifying homes since 1941, when the Weiman family was known for selling fine wood furniture. Today Weiman® professional furniture care products are the choice of fine furniture restorers, leading museums, embassies, craftsmen and antique experts—as well as millions of homeowners who cherish the beauty of wood and demand quality natural products that are innovative, affordable and easy-to-use.

Weiman Healthcare Solutions is a market leader in the development and manufacturing of innovative products for surgical instrument cleaning, disinfection, sterilization and care. Weiman® offers a full spectrum of the highest quality products for the surgical instrument and environmental cleaning, care and disinfection processes that are critical for infection protection in all types of healthcare facilities.

Visit our website at www.weimanproducts.com