



Advanced Technology in Printed Circuit Manufacturing

Job Description - Shipping Clerk

3835 Conflans Road

Doc. No:

Revision: N/C

Irving TX 75061

Date: 6/16/10

Page: 1 of 1

SHIPPING CLERK

KEY FUNCTIONS:

The Shipping Clerk reports directly to the Operations Supervisor. The Shipping Clerk will have the responsibility, organizational freedom and authority to:

- A) Initiate action to prevent product non-conformity;
- B) Identify and record any product quality problems;
- C) Initiate, recommend or provide solutions through designated channels;
- D) Control, stop or change further processing, delivery, or installation of non-conforming product until the deficiency or unsatisfactory condition has been corrected.

RESPONSIBILITIES:

- Performs a variety of packaging, inventory and shipping functions to ship products, PCB's, and other materials according to proper handling techniques and/or as specified in the customer profiles;
- Maintain and comply the Quality Policy and ISO/QS 9000 procedural requirements;
- Perform and understand all operations in his/her department to assist in quality and on time delivery;
- Ensure all company rules and policies are adhered to including all safety and process procedures set forth in the employee handbook;
- Ensure that his/her area is clean and that all safety requirements are followed;
- Maintain an organized filing system of the boards and other materials awaiting shipment;
- Maintain a clean and organize area at all times;
- Operate forklifts, pallet jacks, two-wheelers, etc., in the movement of materials.

CRITICAL REQUIREMENTS:

- High attention to detail;
- Quality Oriented;
- English Language Competency and should pass English comprehension & reading test;
- Valid Driver's License.
- Computer literate
- Familiarity with UPS and FedEx shipping requirements and their software
- Ability to learn customer specific packaging/shipping requirements and procedures automated in Bacon Software

SUGGESTED EXPERIENCE:

High School graduate/diploma shall be the minimum educational level requirement