



Impact Innovations,

a leading supplier of gift packaging and seasonal décor products in the US, is looking to hire a **Shipping/Order Staging Clerk** to our growing team.

Position Overview

Responsible for overseeing the business activities of the Shipping area and Order staging

Responsibilities

- Monitors all outbound documentation and applies transportation charges to proper documents.
- Responsible for all shipping of freight using sources such as UPS, Fed Ex and other carriers.
- Responsible for researching the cost savings for all shipping rates.
- Monitors all outstanding outbound carrier shipments.
- Reviews and controls customer routing instructions and monitors their compliance.
- Determines proper transportation and monitors inbound return goods shipments.
- Maintains accurate Shipping reports.
- Responsible for being proficient in the computer specified programs for customers such as Target, Walmart, and others.
- Works closely with Customer Service in providing shipping and delivery information.
- Check in and document product from production floor.
- Process orders by earliest ship dates.
- Finished order to warehouse, paperwork to shipping office.
- Complete a daily ship log.
- Assist the production team as time allows.
- Performs other duties as assigned.

Requirements

- Excellent interpersonal communications, orientation of detail and multi-tasking.
- Transportation skills or Transportation work history required.
- Knowledge of Excel and Word is required.
- Basic reading and math skills required.
- Mobility and ability to bend, lift, push, pull, carry and perform repetitive motion in the performance of job duties is required.

Impact Innovations offers a highly competitive compensation package. Benefits include Competitive Salary, Health Insurance, Dental insurance, Life Insurance, Flex Cafeteria Plan, Paid PTO, Paid Personal Leave, Paid Holidays, 401(k) plan, and Long and Short Term Disability.

Interested candidates should send cover letter and resume to:

Impact Innovations Inc.

Attn: Human Resources

PO Box 550, Clara City, MN 56222

E-mail: jobs@impactinnovationsinc.com