

<b>Job Title:</b> Warehouse Shipping Clerk
<b>Department:</b> Warehouse
<b>Location:</b> KDCA HQ
<b>Manager/Exempt/Non-exempt:</b> Non-Exempt
<b>Report to:</b> Operation Manager
<b>Revised Date:</b> November 29,2016

**Summary of Responsibilities:**

- Shipping and handling incoming and outgoing inventory.
- Loading and unloading items from and to couriers and trailers.
- Handling goods and items shipped by containers.
- Warehouse cleanup.
- End of the month inventory check

**Major Duties and Responsibilities:**

- Receive and ship orders from order desk, pick up the items according to the information listed on the shipping orders.
- Confirm the pickup items on Oracle scanner, use the scanner to scan barcodes of the items for confirmation before packing.
- Label the packed items with the corresponding UPS stickers printed out from scanner for confirmation.
- Receive stocks from couriers and trailers.
- Check and confirm stocks received according to the packing list.
- Key in received stock information e.g. receive date, quantity, item code to the data base.
- Unload goods from the containers, check and confirm the quantity of items received according to the packing list.
- Scan the items barcode using the scanner, organize and place the items in the warehouse
- Preparing and organizing the warehouse inventory.
- Clean warehouse.
- Count inventory on monthly basis.
- Key inventory to Oracle.

**Qualifications:** Basic knowledge and experience required in PC Basic software operation

**Decisions and Judgments:** Health and Safety

**Contacts:**

- Internal Contacts with all departments
- External Contact with Dealers, Trucking Companies, and Delivery Services

**How to Apply:** Please email your resume and cover letter to **KDCAcareers@dca.kyocera.com**.

We thank all candidates for their interest. However, please note that only those most qualified will be contacted.