



Shipping and Receiving Clerk

Position available in our shipping department. It is onsite in a busy and stable growing chemical manufacturer in the New Haven, CT area. The position entails packaging orders and preparing them for shipment using FedEx, UPS, and DHL. Experience using these platforms, as well computer skills and attention to detail are required for this position. Also requires ability to receive incoming shipments. Although the job is not typically handling heavy items, must be able to lift 50lbs when the need arises.

The ideal candidate will be able to perform in a busy environment and work independently as well as part of a team.

Responsibilities:

- Packing orders for shipment
- Entering data into FedEx, UPS and/or DHL shipping systems
- Communicate effectively with the Shipping Manager
- Receiving orders and entering into our database

Qualifications:

- Shipping experience with FedEx, UPS and/or DHL shipping systems
- Experience shipping Excepted quantities and/or hazardous goods
- Understanding of DOT and/or IATA regulations
- Computer literate
- Able to work as part of a team
- Attention to detail and ability to manage time efficiently
- Must be fluent in English with good interpersonal and communication skills

Details and Benefits:

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- Job Type: Full-time on-site
- Pay: \$18.00 - \$22.00 per hour depending on experience
 - Evaluation after 3 months and then annually
 - Annual bonus
 - Paid Holidays, Vacation, Personal, and Sick Days

Benefits:

- Health insurance and Dental insurance is fully covered by AccuStandard for employees and their family
- Life insurance
- 401(k) with employer matching
- Student loan forgiveness program
- Tuition reimbursement

Schedule:

- Must be able to commute to New Haven, CT
- 8 hour shift
- Monday to Friday