

# Oakdale Precision, Inc.

<https://oakdaleprecision.com/career/shipping-and-receiving-clerk/>

## Shipping and Receiving Clerk

### Description

The Shipping and Receiving Clerk is responsible for sorting, organizing, and moving goods both into and out of the company; ensuring that incoming items get to their correct locations; and that Oakdale Precision's products look their best and reach the customer on a timely basis.

### Responsibilities

- - Select appropriate packaging materials and containers per customer requirements, determination of next destination (inventory, customer, outsource), and shipping/transportation method; and prepare parts for shipping.
- - Route outgoing shipments through various means of transportation (customer pick-up, courier, UPS, palletized with truck, delivery, etc.).
- - Prepare/complete applicable paperwork such as router sign-off, packing list, bill of lading, and labels.
- - Receive shipments of incoming materials; including return of outsourced parts, materials, and/or commercials, label as appropriate, and deliver to appropriate work area or inventory space, or ship out.
- - Scan paperwork to appropriate location within ERP system.
- - Label, log and store parts in production and prototype inventory systems.
- - Lift up to 70 pounds using safe lifting techniques.
- - Highly organized.
- - Able to keep up with a fast paced environment.

### Qualifications

Requires a high school diploma and experience working in a warehouse/shipping setting. Approved training in forklift operation and shipping experience a plus.

### Job Benefits

We offer a very competitive benefits package: Medical , Dental, Vision, 401K, PTO

### Contacts

Please send resume to [rae@oakdaleprecision.com](mailto:rae@oakdaleprecision.com) and [j.ward@oakdaleprecision.com](mailto:j.ward@oakdaleprecision.com)

### Hiring organization

Oakdale Precision, Inc.

### Employment Type

Full-time

### Job Location

7022 6th St North, 55128, Oakdale, MN

### Working Hours

M-F, 1st shift

### Date posted

August 2, 2024