

Visit [Cowley-Works](https://www.cowley-works.com) for more Job Opportunities near you!



Shipping Clerk

Employer

Western Industries Plastic Products LLC
22829 Smyer Rd,
Winfield, KS 67156
620-221-9464

Job Description

Job Location: Winfield

Position Type: Full-Time

Summary/Objective

The shipping clerk shall track the shipping schedules and keep paperwork organized to ensure products are shipped correctly and on time. The clerk will assign loads to the shipping personnel and notify them of any customer specific shipping requirements. After the shipment the clerk shall maintain the shipment in the computer system. This employee must have safety awareness, must be reliable with little direct supervision, and must be quality and waste conscious.

Essential Functions

- Review order status from ERP System & Excel Sheets
- Prepare shipping documents using ERP system and/or client designated systems
- Schedule shipments with carriers
- Assign loads to shipping teams in order to fulfill the shipping schedule
- Document verification, sorting & filing on daily shipments
- Adhere to company and department policies and procedures
- Follow instructions and respond to management direction
- Observe safety and security procedures
- Meet productivity standards, including completing work in a timely manner
- Be able to professionally communicate with Supervisor and other Department Managers
- Communicate with Internal and External Customers Additional duties may be assigned
- Pick and Pack as required
- Forklift operation

**Competencies**

Ability to multitask and work in a fast-paced environment Knowledge of basic computer skills, MS Office is required Ability to do basic math calculations Problem solving Customer Service Strong attention to detail, including accuracy and thoroughness Ability to work independently and as part of a team, without direct supervision.

Required Education and Experience

High school diploma required, college degree preferred Minimum 2 years working in a manufacturing or distribution environment.

Don't let this opportunity pass you by! Apply now!

About the Company:

Western Industries has been the go-to name in large part blow molding for over 30 years. Western Industries has an extensive impressive fleet of 15-to-75-pound head machines and over 30 blow mold heads. Together their team has over 140+ years of combined engineering experience. They can service even the most complex requests in the 1-45 lb. part range.

EEO Statement Western Industries Plastic Products, LLC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Application: [Here](#)

