

# SHIPPING & RECEIVING CLERK

All locations

## 1. *Shipping/Receiving*

- Verifies items received by comparing the purchase order and the packing list/invoice
- Inspects condition of items and resolve the discrepancy (in weight, quality or unit price)
- Update data in the system and prepare label for the received items.
- Supervise shipping & loading
- Operate forklift to move material
- Logistic plan and driver dispatch
- Prepare and send invoice and packing list to customer
- Inventory management, process improvement

## 2. *Admin/Office*

- Make payments and support other accounting work
- Manage office supply and support other admin work
- Support buyer's paper work
- Documents filing & management: accounting, legal, and employee files
- Reception

## 3. *Requirement*

- Bachelor Degree with minimum 1 years warehouse experience
- Be proficient in data entry with minimal errors, and detail-oriented
- Can work under high time pressure, and keep high work quality under minimum supervision
- Well-organized, initiative, strong sense of responsibility
- Other supporting tasks from manager
- Proficient in computer skills
- Excellent in communication skills

We provide a competitive compensation package (health care, dental, vision, PTO, etc.) and excellent career development opportunity.

Please send your resume direct to Human Resources Department at [resume@cyglobalusa.com](mailto:resume@cyglobalusa.com) or fax to (713) 472-3725