



Shipping Clerk

Company Description

Located in Dekalb, IL, Wehrli Custom Fabrication is a small but rapidly growing family owned and operated company specializing in the manufacture of high-performance diesel truck components and custom metal fabrication. Our continuing growth provides a special opportunity for the right person who wants to build professional expertise with a developing company. At WCFab we are a team playing group of individuals that take great pride in our reputation for providing the highest quality fabricated parts MADE IN THE USA.

In addition to our metal fabrication, we have a top-of-the-line CNC Machining Department, Powder Coating Services, and Installation division which handles the installation of our product as well as general maintenance and repair on light duty diesel trucks. To aid in the expansion of our product line and manufacturing capabilities, we have relocated (still in DeKalb) to a newly constructed state of the art, climate controlled, 112,000 sq ft facility as of January 2022.

Position Summary and Responsibilities

This position is responsible for packing all outbound shipments, in congruence to working closely with other departments to ensure the inventory system is kept accurate and reliable.

- Ensure all orders are prepared to be shipped as soon as the product is ready.
- Pack boxes with correct inventory.
- On occasion assist with receiving by ensuring inbound products are received and processed efficiently and correctly.
- Utilize shipping and inventory software for tracking packages and inventory.
- Set-up, organize, and maintain shipping area to optimize efficiency and cleanliness.
- Replenish supplies and ensure easy access to inventory.
- Maintain a positive working relationship with staff and role models expected behaviors.
- Assist Shipping Manager as designated.
- Complete miscellaneous projects as assigned.
- Cross-train in other areas as required.

Qualifications

- High School Diploma or GED
- Attention to detail a must.
- Able to lift 15-50lbs consistently.
- Able to multi-task, follow-through and stay focused.
- Able to work independently, as part of a team, and adapt positively to a changing environment.
- Strong written and verbal communication skills
- Basic data entry skills

Job Type: Full time, First shift, M-F

Pay Scale: Hourly, \$16 - \$18

Benefits: 401K with Match, Profit Sharing, Paid Vacation, Paid Holiday, Paid Personal Days, Health/Dental Insurance with Employee Coverage, Employee Discount

The information in this position description is intended to convey information about the key responsibilities and requirements of the position. It is not an exhaustive list of the skills, efforts, duties, responsibilities or working conditions associated with the opportunity. Responsibilities are subject to change.