

Cashmans Horse Equipment located in Delaware, Ohio is seeking an enthusiastic Full Time or Part Time Associate to join our expanding team. We are one of the nation's oldest continuously operating Drive-Thru Feed and Equipment stores specializing in Equine and Livestock Products for over 40 years. We are looking for team members who can help with maintaining and organizing inventory within the store, in the warehouse, and out on the lot. We offer a family-oriented work environment with a friendly atmosphere. Benefits include Training Opportunities, Retirement Plan and Full Time offers Health Insurance.

***Job Summary:***

The Shipping/Receiving Clerk will manage shipping and receiving for freight trucks.

***Duties/Responsibilities:***

- Receives goods and verifies the quality and count of all items unloaded from trucks and trailers; takes a photo of each shipment; checks against suppliers' count and immediately reports discrepancies to carriers and supervisor.
- Verifies and records all items loaded for shipments.
- Carefully and accurately maintains shipping records and emails tracking to customers.
- Maintains database of shipment data to ensure that customer orders are updated and that appropriate billing documents are provided to accounting or other associated departments as required.
- Prepares bills of lading and shipping labels.
- Completes information on damage claims.
- Transports materials on shipping dock with a forklift (training available).
- Loads trucks using a forklift (training available).
- Performs other clerical duties.

***Required Skills/Abilities:***

- Proficient with computer and internet to maintain records, input data, and create reports.
- Ability to accurately sort, count, and verify items received.
- Basic understanding of dock, and warehouse safety and procedures.
- Excellent organizational skills and attention to detail.

***Preferred Skills/Abilities:***

- Customer Service Experience
- Experience with Equine, Livestock, and/or Agriculture
- Forklift Operation Skills
- Inventory Experience
- Prior Shipping and Receiving Experience

***Physical Requirements:***

- Must be able to lift up to 50 pounds at a time and access a variety of storage spaces and shelving units by stretching, squatting, and reaching
- Must be able to work in a variety of weather conditions and temperatures in the warehouse and on the loading dock
- Ability to continuously stand/walk, frequently push/pull/bend/reach, and climb a ladder

***Personal:***

- Be on time for scheduled shifts and take ownership of timecard
- Ability to work a flexible schedule including Saturdays and Events (occasional Sundays)
- Adhere to personal appearance policy and dress appropriately for outdoor weather conditions
- Establish a positive and respectful relationship with co-workers and create a positive work environment
- Ability to take initiative, work independently and in a team environment

***Minimal Requirements:***

- Must be 18 years or older
- High school diploma or equivalent
- Excellent communication skills