

<p style="text-align: center;">M. A. FORD MANUFACTURING COMPANY, INC. Job Description</p>

Job Title: Shipping Clerk

Dept: Shop/Office

Status: Non-Exempt

Reports to: General Manager

JOB PURPOSE AND REPORTING STRUCTURE: Under the direction of the Shipping Supervisor, the Shipping Clerk performs the duties of packaging, labeling and preparing product for shipment. This position also requires basic inspections, checks, and in-process audits of M.A. Ford products in process to ensure products conform to engineering specifications.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- A. Accurately pick orders from inventory for shipping.
- B. Package and label tools.
- C. Operate polishing machine to demark tools.
- D. Access Computer to reference tool and packaging information.
- E. Make Boxes as needed.
- F. Pull supplies from upper mezzanine for packaging.
- G. Ship tools.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- A. Other duties as assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are Representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- A. High School diploma or equivalent.
- B. Work well in a team setting.

LANGUAGE SKILLS:

- A. Ability to effectively communicate with customers and employees through the use of printed materials and the English language.

MATHEMATICAL SKILLS: Must display good number skills to accurately pull correct tools without transposing digits.

REASONING ABILITY:

- A. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- B. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES:

- A. Ability to frequently use a computer. Must be familiar with Microsoft office products.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A. While performing the duties of this job, the employee is consistently required to talk and hear.
- B. Frequently required to sit.
- C. Frequently required to stand, walk, or use hands to finger, handle or touch.
- D. Occasionally required to lift up to 25 to 50 pounds.
- E. Must have capable vision to use a microscope to determine visual quality of small tooling and identify color variances.
- F. Occasionally required to climb stairs and carry bulky packaging.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A. The noise level in the work environment is usually moderate.

MANAGEMENT APPROVAL _____ DATE: _____

EMPLOYEE ACKNOWLEDGEMENT _____ DATE: _____

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.