



Shipping clerk

Skipper Group has developed an innovative concept of externalization combined with solutions of transport guidance and traceability. With its expertise, Skipper is able to provide high quality services and to manage projects on fast-paced environments in a very flexible way. The company has grown to 9 warehouses in the world including 7 in the South of France, 1 in Paris and 1 in Lawrenceville, GA.

In order to maintain the growth of our activities in the US, we are looking for a shipping clerk:

As a **Shipping Clerk**, here are some of the duties you may be asked to perform:

- Routing shipments
- Entering information precisely into computer software's
- Using UPS and FedEx web-based shipping systems
- Preparing records of shipment and bills of landing
- Shipping packages via specified carrier
- Insuring carriers' pick-up packages as scheduled

Knowledge / Requirements:

- Previous experience in a similar position
- Computer skills
- Good reading and writing skills,
- Arithmetic basics,

Skills:

- Act as a team player and communicate effectively
- Organize and prioritize your work

Employment type:

- Full time
- Monday to Friday 8 am to 5 pm

Salary: \$14/hour

Interested? Submit your application now at job@skippergroupe.com. We would like to hear from you!