



## **INTERNSHIP DESCRIPTION— SHIPPING CLERK/SPECIALIST – GLENDALE HEIGHTS**

**\$19/HOUR**

**MAXIMUM HOURS/WEEK- 29**

**MAXIMUM LENGTH- 4- 6 WEEKS**

workNet DuPage is looking for a WIOA Youth program participant for an internship as a Shipping Clerk/Specialist for Nidec-Shimpo in Glendale Heights. Nidec-Shimpo is a leading supplier in drive technology and gearing solutions to the industrial marketplace with the development of mechanical variable speed power-trains - three business units: power transmissions, ceramics equipment and press machinery. Well-known nationally and globally!

This could be a great fit for you if any of the following are true:

- You're interested in working in a warehouse or manufacturing environment and want to start building your skill set for the fastest growing industry in DuPage.
- You would like to gain exposure and see what careers are like in a work environment working on a variety of projects.
- You don't want to work at a desk and would prefer a job that requires physical activity and constant movement
- You are good at paying attention to detail and enjoy seeing immediate results from your work

At completion of this internship, you will be able to add valuable workplace skills to your resume such as Data Entry, Shipping and Receiving, Attention to Detail, Ability to work on many Projects simultaneously, etc.

As with all internships, the experience, opportunity, and exposure you gain in this position could lead your career and future down a variety of different paths, including TDL and Manufacturing!

### **Description**

You will be responsible for tracking inventory levels, handling all aspects of shipping and receiving, and keeping accurate records. Closing order in good shipment and file documents.

- Determine method of shipment and prepares bill of lading, invoices and other shipping documents.
- Obtain shipping rate and analyze delivery conditions and communicate back to sales team.
- Receive merchandise – checks and signs delivery slips and assist with loading and unloading.
- Inspect and verifies incoming goods against invoices or other documents, records shortages and rejects damaged goods.
- May operate a forklift, hand truck or other equipment to load, unload, transport and store goods.



- Maintains internal record keeping systems non inventory and ship list forms.
- Contacts resource people for various information. Contacts transport companies and suppliers in order to expedite, trace or return merchandise that does not conform to specifications or po.
- Pulling orders and packs goods to be shipped and prepares identifying information and shipping instructions
- Close order in OB and scan to accounting department.
- Knows proper shipping procedures for transportation of dangerous goods.
- Takes inventory, maintains storage area, organize and places stock on shelves. Ensures area is always secure.
- Assume other responsibilities as directed.

### **What you need to do the job**

- Willing to learn- training will be provided
- Dependable and knows how to work— good attendance, be on time
- Initiative and desire to contribute to company goals.
- Attention to detail- careful worker
- Ability to read and comprehend instructions
- Able to learn how to operate technical hand tools/computers, forklifts.
- Good organizational skills
- High school diploma or GED preferred

Nidec-Shimpo America Corp  
175 Wall St.  
Glendale Heights, IL 60139

<https://www2.nidec-shimpo.com/>