



INTERNSHIP DESCRIPTION — SHIPPING CLERK

WILLOWBROOK, IL

\$15.00/HOUR

MAXIMUM HOURS/PER WEEK - 29

MAXIMUM LENGTH - 3 MONTHS

WorkNet DuPage is looking for a WIOA Young Adult program participant for an internship as a Shipping Clerk for **Midtronics Inc.** in Willowbrook. Midtronics is focused on developing technologies to improve the way batteries are tested, charged, and managed, making them the battery technology partner of choice for the world's leading automobile and heavy truck manufacturers, vehicle service organizations, and battery manufacturers.

The candidate for this opportunity will develop skills and good working habits that will center on the following:

- You're interested in working in a state-of-the art warehouse, fast-paced environment, and enjoy working with a team
- 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
- You're interested in gaining work exposure in a company that is a dynamic and an industry leader, have lots of career growth and opportunities, constantly evolving, and utilizing new methods and innovative resources

At completion of this internship, you will be able to add valuable workplace skills to your resume such as Shipping & Receiving, Order Fulfillment, Inventory Specialist, Material Handling, and more!

As with all internships, the experience, opportunity, and exposure to other professionals you gain in this position could lead your career and future down a variety of different and good-paying career paths in manufacturing and warehousing.

JOB DESCRIPTION:

The Shipping Clerk is responsible for shipping product to the customer accurately and per the due date in the Epicor system. The Shipping Clerk prints the pick tickets for orders due that day, picks the orders, packs orders, ships the order in the system and locates completed finished goods. They must understand carrier requirements and scheduling, bills of lading and international paperwork required to ensure the shipment makes it to the correct destination without getting held up in customs. They will also assist in preparing shipments for transport and loading trucks. Other miscellaneous duties as assigned by management.



You will report to the Warehouse Supervisor and will perform the following duties:

- Determine orders are available in the inventory and due for the day.
- Print pick tickets
- Work with Customer Service to ensure orders are entered accurately
- Pick inventory based on the customer order and stage for packing
- Pack orders securely, ensuring accuracy and that it will not get damaged in shipping
- Use the Epicor system to ship the order ensuring all paperwork is adequate and package is labeled properly
- If the shipment is shipping LTL, prepare the product for shipping on a pallet. Wrap securely to prevent theft and damage. Label properly so when the carrier comes in, they can determine the proper product to take
- Take finished product from the line and locate it in the warehouse so the next picker can easily find it. Ensure proper inventory management techniques are used such as first in first out
- Ensure inventory accuracy and perform the proper system transfers
- Keep the warehouse clean and always organized
- Consistently look for ways to improve the processes
- Perform other duties as assigned

WHAT YOU NEED TO DO THE JOB:

- High school diploma
- Openness to experience working in a manufacturing/warehousing environment
- Flexibility in work skills training
- Willingness to learn how to operate a Forklift and undergo certification
- Ability to read, write, and speak English
- Basic knowledge and understanding of computers and how to operate them

MIDTRONICS INC.

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Willowbrook, IL 60527
<https://www.midtronics.com/>

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Interns may perform other related duties as negotiated to meet the ongoing needs of the organization.