



Shipping and Receiving Clerk

Vision Graphics has an immediate need for a shipping and receiving clerk based in Salt Lake County.

Job Details & Requirements

Type: Full Time

Location: Salt Lake City office

Required Travel: None

Education/Experience: High school diploma

Experience:

- 3 years minimum experience preferable
- Demonstrated organizational skills
- Knowledge of common shipping carriers and services
- Valid drivers license
- Must be 18 years of age

Reports to: Operations Manager

Necessary Skills:

- Strong organization skills and able to prioritize and meet deadlines
- Oversee incoming and outgoing shipping activities to ensure accuracy, completeness and conditions of shipments
- Determine shipping priorities, work assignments and shipping methods required to meet shipping and receiving schedules
- Knowledge of shipping rules, restrictions and best practices
- Able to safely operate a forklift, operate power tools, and read a tape measure
- Ensure that the shipping area is organized and clean at all times and meets all compliance factors
- Assist Delivery and other departments in overflow on projects
- Able to lift 50lbs



- Ability to communicate both verbally and in writing, using the English language
- Must be able to complete a certification program and pass a written test in order to operate machinery in a warehouse environment

Responsibilities

In this position, the shipping clerk will work with the production crew, sales staff and customer service representatives to ensure that clients' orders are packaged and shipped according to deadline.

As a receiving clerk, this person will record the incoming freight and packages and ensure they are accounted for and delivered internally. Additionally, this person will insure that all incoming products are free from damage. All incoming packages will be processed within 12 hours of their delivery time.

This position may also receive other duties from the operations manager as necessary.

Hours are generally Monday-Friday, 9-6, except for posted holidays.

Salary & Benefits

We offer a competitive wage. Other benefits include:

- Competitive health care program, including medical, dental and vision, starting after 60 days.
- 401K Program
- Paid vacation and personal time off

About Us

For more than 50 years, SBR/Vision Graphics has provided visual communications products to regional, national and international clients. As the XXL graphics specialist, our work has been seen by over a BILLION people worldwide. We produce and install banners, flags, building and auto wraps, and floor & window graphics. We produce blueprints and plans and we sell and service printing equipment. We produce business cards, flyers, brochures and other documents. We also provide full-business solutions by managing, printing and delivering corporate and event signage, graphics and documents.

About Our Culture

LOOK GOOD. BE SEEN.



2525 South 900 West | Salt Lake City, UT 84119
801.973.8929 | VisionDoesIt.com

We're ranked in the Top 20 nationally in our industry, which is no small feat for a Utah-based company. We have made our mark by focusing on the little things and improving our processes every day. Our environment is casual, but fast-paced, and we put our energy into making customers happy. We work together as a team and we support each other from start to finish, and we appreciate those who work to get the job done right. This kind of attitude has kept our customer sat scores high and our repeat business ratios higher.

Our Clients

We mostly serve businesses in the intermountain west. We also have clients nationally who trust us to produce work that accurately reflects their values and brand. While we work with a broad spectrum of companies, we specialize in partnering with franchises who require assistance with content management and logistics, in addition to the highest-quality printed materials.

Equal Employment Opportunity

SBR/Vision Graphics is committed to providing equal employment opportunities in all employment practices. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, citizenship status, marital status, age, disability, protected veteran status, sexual orientation or any other characteristic protected by law.

How to Apply

Send resumes to: jobs@printshop-jobs.com

No phone calls or walk-ins please.

(Posted 7/3/18)

LOOK GOOD. BE SEEN.