



**SOUTH JERSEY PORT CORPORATION  
NOTICE OF JOB OPENING  
DATE: May 15, 2020**

**WAREHOUSE CLERK**

In accordance with Article 9 and Article 13 of the Agreement between SJPC and CWA, Local 1040, employees are hereby notified that SJPC will accept applications for the non-exempt position of WAREHOUSE CLERK. The successful applicant will be required to coordinate and schedule truck activity and provides data entry for the warehouse inventory processes and records of the corporation.

The successful applicant will receive an annual compensation of \$33,412.22

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Refer to job description. Other duties may be assigned.

- Coordinates inbound and outbound truck shipments including scheduling time and location of truck delivery/pickup and ensures shipper submits required documentation.
- Checks in drivers through the Regiscope Digi Cargo Cam system, which includes scanning the truck driver's license, release documents, and a photo of the driver.
- Assists with Transportation Worker Identification Credential (TWIC) verification and coordination of assignment of third-party TWIC Escort for non-TWIC drivers.
- Prepares daily delivery orders and master appointment list for management and warehouse personnel.
- Reviews daily checker's list to verify correct shipment and forwards documentation to customer(s).
- Maintains and updates all warehouse inventory systems.
- Prepares required daily, weekly, and monthly inventory inquiries.
- Provides customer services including inventory and delivery reports and information to customers.
- Assists in creating and maintaining warehouse receipt files, records, and billings.
- Performs additional tasks as assigned.

**JOB QUALIFICATIONS:**


Candidate must meet the following qualifications:

- Must have a high school diploma or equivalent. Additional college or business school courses preferred.
- Individual must have prior experience in the areas of shipping, warehousing, billing, and office administration. Previous supervisory experience is preferred.
- Strong customer service orientation. Demonstrates flexibility and ability to work as a member of a team.
- Must have average Microsoft Word, Excel (pivot tables a plus!), Outlook, Internet Explorer, and overall proficient computer skills.

The New Jersey First Act, effective September 1, 2001, established residency requirements for all state employees. The applicant shall have their primary residence in the State of New Jersey. The applicant must possess or be able to obtain a federal Transportation Worker Identification Credential issued by the Transportation Security Administration.

**PROCEDURE:**

Applicants interested in the position of Warehouse Clerk should submit an application to [careers@southjerseyport.com](mailto:careers@southjerseyport.com), Human Resources, prior to 5:00 p.m. on Friday, May 29, 2020.

  
Andrew Saporito,  
Executive Director & CEO