



## **SOUTH JERSEY PORT CORPORATION NOTICE OF JOB OPENING DATE: October 5, 2023**

### **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 provide data entry for the warehouse inventory processes and records of the corporation. The warehouse clerk must be flexible and willing to work at both terminals as needed.

The successful applicant will receive an annual compensation of \$35,457.32 non-exempt.

#### **Essential Duties and Responsibilities:**

- 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 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:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must possess a federal Transportation Worker Identification Credential issued by the Transportation Security Administration.
- Must possess a valid, unrevoked, and unsuspended driver's license.

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.

#### **Education and/or Experience:**

- High School diploma or equivalent.
- Six months to one-year related experience and/or training; or equivalent combination of education and experience.
- Strong customer service skills. Demonstrates flexibility and ability to work as a member of a team.
- Strong Microsoft Word, Excel (pivot tables a plus), Outlook, computer skills.

**Competency:** To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; uses reason even when dealing with emotional topics. Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; remains open to others' ideas and tries new things.
- Ethics - Works with integrity and ethically; upholds organizational values.
- Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; outside weather conditions; extreme cold and extreme heat. The noise level in the work environment is moderate to loud.

#### **PROCEDURE:**

Applicants interested in the position of **WAREHOUSE CLERK** should submit an application and resume to [careers@southjerseyport.com](mailto:careers@southjerseyport.com), Human Resources, prior to 5:00 p.m. on Friday, October 13, 2023.