



JOB OPENING

Position:	Shipping/Receiving Clerk		
Employment Type:	Full time		
Hours:	8:00 am – 4:30 pm		
Summary:	<p>The Shipping/Receiving Clerk is responsible for completing all shipping and receiving functions and procedures at the facility and participating in all warehouse and truck dock area operations. Safely deliver the goods to the requesting person or place the goods in the designated receiving area of each department. Process, file, and deliver all receiving documents in a timely manner. Accurately gather and stage the goods listed on pick tickets, truckload lists, and other shipping orders. Package goods and items in a manner appropriate to the chosen transportation method thereby providing the highest confidence that the goods will arrive at their destination in the best possible condition. Load the goods on the vehicles of the designated carrier and help secure loads on customer vehicles.</p>		
To Apply: <i>(please send resume and references)</i>			
<u>MAIL:</u>	<u>E-MAIL:</u>	<u>FAX:</u>	<u>TELEPHONE:</u>
Human Resource Manager Osborne Industries, Inc. P.O. Box 388 Osborne, KS 67473	hr@osborneindustries.com or hr@osborne-ind.com	785-346-2194	1-800-255-0316

Osborne Industries, Inc. is an equal opportunity employer.
