



Job Description

Job Title: Shipping/Receiving Clerk
Company: Willis Lease Finance Corporation
Location: Coconut Creek, FL
Department: Engine Repair Station

Summary:

This position plays a pivotal role in packaging and shipping all company and customer owned outgoing material, while maintaining a clean and organized shipping workspace. This position will be responsible for assisting in the loading and unloading of engines arriving and departing from the facility.

Responsibilities:

- Responsible for ensuring that all incoming and outgoing material adheres to quality inspection standards in accordance with the company's Quality Control Manual (QCM).
- Handle shipping & receiving, unloading trucks, checking in merchandise, matching purchase orders, and repair orders.
- Sort and place materials or items on racks, shelves, or bins according to predetermined sequences such as size, type, style, color, or product code.
- Maintain accurate and updated file systems of all shipments department from WERC.
- Prepare shipments via FedEx and UPS computer systems.
- Request quotes and schedule shipments as needed.
- Ensure the area is accessible and safe for customer/employee traffic.
- Safely and correctly ship all Dangerous Goods material using IATA and 49CFR.
- Safely package material using a foam packer and bubble wrap.
- Pickup and deliver local parts for repair/purchase.
- Ability to drive and operate a forklift as needed and to work in a shop/warehouse environment.

Qualifications / Requirements:

- High School Diploma or Equivalent years of experience.
- Minimum of 3 years relevant experience in stocking, packaging, and shipping material.
- IATA and 49CFR Certifications Required (If not already certified, will need to obtain IATA Certificate and 49CFR).
- Must be able to lift 50 lbs. unassisted.



Job Description

- Ability to read, write, and understand English.
- Normal or corrected hearing and vision required.
- Must have a valid driver's license with a good driving record.
- Must be flexible to work overtime as needed.
- Attention to detail is imperative.

Travel / Misc.:

- None.