

VOLUSPA Shipping Clerk

COMPANY PROFILE:

An introduction to Voluspa unveils stunning packaging design coupled with rare exotic fragrances, as the brand invites fans to seek everyday chic illumination. Founded in 1999, Voluspa is an industry leading luxury home fragrance brand. Voluspa designs, markets, manufactures, and distributes its products worldwide.

ROLE MISSION:

The Shipping Clerk is responsible for coordinating the clerical tasks for the shipping department. The essential daily function is to ensure Voluspa's shipping documents and estimates are processed with accuracy, on time, and in full compliance with all vendor and regulatory requirements, including all product and shipping container labeling requirements.

KEY ACCOUNTABILITIES:

- Responsible for maintaining, tracking and analyzing all outbound shipments including working with carriers.
- Lead the analysis and provide statistical information on the tracking of product shipments and returns.
- Coordinate outbound traffic; ocean, sea, air and domestic to maximize the cost effectiveness of this function.
- Provide reporting to management.
- Properly and accurately, complete all required paperwork to ensure product is ready to ship in a timely manner.
- Schedule and process orders using EDI software.
- Process paperwork for hazardous goods shipments.
- Process paperwork for international shipments.
- Ensure all orders shipped meet customer guidelines and deadlines
- Proactively communicate while working through daily activities
- Data entry of orders, performance metrics and financial records
- Confirm all records for orders are complete and correct prior to shipment
- Contribute to documentation best practices
- Ensure shipments meet all vendor compliance requirements
- Process hazardous goods shipments in accordance with regulations

EDUCATION:

- Associates Degree preferred

JOB REQUIREMENTS:

- Exceptional communication and organization skills
- Experience with shipping via UPS & Fed Ex
- Experience with shipping to department stores & following vendor standards and routing guides
- Experience with shipping internationally
- Excellent Customer Service skills and must be a team player
- Excellent multitasking skills
- Hazardous materials shipping experience a plus
- Ability to manage multiple tasks in a fast-paced, deadline-driven environment
- Proficient in Microsoft Office
- SLI and SED knowledge

SALARY:

- Depends on Experience

BENEFITS:

- Medical, Dental/Ortho, Vision Insurance
- Term Life Insurance
- 401k with matching incentives
- Paid Holidays and Accrued PTO
- Tuition Reimbursement