

WAREHOUSE OFFICE CLERK

Empire Comfort Systems
Belleville, IL

Everyday Roles

- Answer Phones
- Setup and close Pick Tickets
- Maintain inventory list of Parts Orders
- Maintain inventory levels of items in BELLE
- Use MAX for receiving, shipping and inventory transfer responsibilities

Responsibilities

- Setup/Prioritize Pick Tickets for Warehouse Associates to fill
- Post/Ship Completed Pick Tickets
- Print and distribute packing slips and shipment address information for all orders
- Print Bill of Lading form, distribute for Order Entry Invoicing
- File Bill of Lading forms for daily truck line pick up
- Contact (phone / email) Truck Lines for daily pick up appointments
- Assist customers with “Pick Up” orders
- Assist Warehouse Associates with inventory and order related questions
- Confirm receipts of finished goods
- Send all packing slips of purchased finished goods to Purchasing Dept
- Communicate Parts Dept “Ship w/ Sales” orders with other departments
- Answer questions for internal and external customers
- Maintain accurate inventory records in “BELLE” and “DOCK” locations
- Perform inventory transfers and adjustments
- Answer questions regarding shipments and tracking numbers
- Order supplies
- Look for Continuous Improvement
- Complete CI Reviews
- Timely performance
- Clean work area daily

Benefits

- Health/vision/dental
- Life insurance
- 10 scheduled holidays

Ready to Apply?

Send a resume and cover letter to jobs@empirecomfort.com. Please include “Warehouse Office Clerk” in the email subject line.

