

**The Shipping Clerk is responsible for processing, packing, shipping and receiving all orders for St Vladimir's Seminary and Press. This role reports to the Bookstore Manager.**

**General Tasks:**

- Processes book orders and all other shipments
- Packs all orders and builds pallets for shipment
- Receives all deliveries
- Moves stock between bookstore and warehouse
- Schedules pick-ups for larger international/domestic orders
- Orders packing supplies as needed
- Writes/updates shipping instructions, as needed
- Transfers Seminary packages to Seminary mailroom, as needed
- Stores and organizes boxes in storage facilities
- Assists in picking orders, as needed
- Assists with bookstore inventory counts
- Assists in picking, packing, and shipping items for conferences and events
- Assists in keeping the shipping room organized
- Performs additional shipping and packing responsibilities as needed
- Assists in customer service tasks such as answering the phone and taking orders, as needed
- Attends weekly team meetings
- Works with the team to ensure that project/department milestones/goals are met and adhere to approved budgets

**Soft Skill Requirements:**

- Strong project management skills
- Strong time management skills
- Takes initiative and demonstrates flexibility in time and attitude to get the job done
- Team player
- Ability to lift 45 lbs

Experience in shipping or warehouse work is a great advantage.

*This position is full time, hourly, includes benefits, and requires on-site work Mon-Fri during normal business hours, 8:30am-5pm.*

*Qualified candidates should send a cover letter and resume to: [swerner@svots.edu](mailto:swerner@svots.edu).*