



amazon fulfillment

Dock Clerk

Amazon is seeking bright, motivated, hardworking individuals to fill Inbound Dock Clerk positions at our fulfillment center. The Inbound Dock Clerk is responsible for scheduling all inbound inventory shipments. This individual handles carrier issues, files delivery receipts, and processes claims. The Dock Clerk assists in sustaining incoming workflow in inbound and communicates with Area Managers and associates to effectively remove barriers to success.

Work Environment

- Work with and/or around moving mechanical parts
- Noise level varies and can be loud
- Temperature in the fulfillment center may vary between 60 and 90 degrees, and will occasionally exceed 90 degrees
- Fast paced environment

Additional Job Elements

- Schedule incoming freight and close appointments daily after arrival
- Maintain a clean, safe work environment and a steady flow into the FC
- Ensure all incoming unit counts are correct and note when they are not
- Communicate with security to allow incoming deliveries into the truck yard
- Accountable for the management of baled corrugate and full pallet trailers
- Monitor Inventory Scheduling (Days of Freight Pushed, i.e. appointments are not scheduled during requested appointment times)
- File signed delivery receipts
- Scan and e-mail “We-Pay” bills to assigned carriers
- Process OS&D (Overages, Shorts, and Damages) claims
- Understand and follow all dock processes
- Responsible for removing barriers for dock associates
- Create and communicate a schedule of incoming shipments for the Inbound Management Team

Basic Qualifications

- Must be at least 18 years old
- Must have a High School diploma or equivalent
- Must be willing and able to work all shifts
- Must be willing and able to work overtime as required
- Must be able to read and take direction in English
- Must be able to lift up to 49 pounds with or without reasonable accommodation
- Must be able to stand/walk for up to 10-12 hours
- Must be able to frequently push, pull, squat, bend, and reach
- Must be able to continuously climb and descend stairs safely (applies to sites with stairs)
- Must be able to work on a secure mezzanine at a height of up to 40 feet (applies to buildings with mezzanines)
- Proficiency with Microsoft Office (Excel, Word, PowerPoint) and Outlook
- Must be willing and able to work on powered industrial equipment-for example forklift or cherry picker

Preferred Qualifications

- Thinks outside of the box; searches for innovative solutions
- Full understanding of transportation rules and guidelines, as well as Dock master steps for accuracy scheduling
- Understand and follow all dock safety and standard work policies
- Efficient time management skills
- Excellent written and verbal communication skills

Variable Compensation Pay (VCP)

If you work in a fulfillment center you may be eligible for Variable Pay, a bonus based upon personal and site performance criteria at your location.

Restricted Stock Units

Subject to approval by the Board of Directors of Amazon.com, Inc., you will be granted a restricted stock unit award.

Benefits

You will also be entitled, during the term of your employment, to such vacation, medical, 401k, and other employee benefits as the Company may offer from time to time, subject to applicable eligibility requirements.

Successful candidates will be required to pass a post offer, pre-employment drug screen and background check.

Amazon is an Equal Opportunity-Affirmative Action Employer - Minority / Female / Disability / Vet