

Terryberry Careers

Shipping/Packing Clerk

Terryberry partners with organizations worldwide to design and manage recognition solutions that attract, engage, and retain the best people.



Email your resume to humanresources@terryberry.com

Terryberry is looking for a detailed and service oriented individual to join our Shipping and Packing Team. Our ideal candidate loves details and being efficient in their work. Ability to work in a team environment is expected.

ABOUT US

Our Mission | When people are recognized for their efforts, they are inspired to achieve more. The mission of Terryberry is to help organizations provide their people with special recognition for remarkable contributions and achievements. We strive to create a fulfilling and rewarding environment where people achieve their best potential.

Locations | We're headquartered in Grand Rapids, MI, with locations throughout North America and Europe.

Past & Present | Founded in 1918 as a jewelry and award manufacturer, Terryberry is equipped with over a century of experience in employee recognition solutions. Our innovative recognition programs and rewards are designed to ignite purpose and potential in organizations.



RESPONSIBILITIES:

- Packaging and processing of all finished products/materials in an accurate and timely fashion.
- Process all completed orders through requested carrier (UPS/FedEx, etc.).
- Assist in tracing of shipments (orders/claims) and inform relevant parties of the results of the trace as necessary.
- Make-up all trays for boxes, prepare boxes, set up all gift presentation tie tac boxes.
- Package all product into proper (requested) packaging.
- Box all complete orders, supplies, and memos to ship. Verify counts.
- This job profile is not meant to be all inclusive of the responsibilities of this position; may perform other duties as assigned or required.

QUALIFICATIONS:

- Speed and accuracy in performance of job tasks, ability to work as a member of a team and effectively communicate with all with whom the position comes into contact.
- Ability to perform multiple tasks at once while still meeting deadlines, ability to assemble boxes.
- High degree of attention to detail and organizational skills.
- Positive attitude.