



Make a Way.

Position: Shipping & Receiving Clerk

Job Type: Full-time/ Non-Exempt

About WORD Rock Drills

WORD Rock Drills is a family-owned and faith-based manufacturer of high-quality rock drilling attachments for skid steers and excavators. Founded in 2006, we are a growing company based in Elon, North Carolina, serving diverse industries, including solar, foundation, mining, fencing, and more. We are committed to providing versatile drilling solutions, delivering exceptional customer service, and building lasting relationships with contractors and distributors.

Our Core Values:

- **Above and Beyond:** Go above and beyond in attitude and effort
- **Fun:** Not everything we do is fun, but we have some fun every day
- **Row Together:** Communicate. Work together. A boat doesn't go forward if everyone is rowing in their own direction.
- **Navigator:** We prioritize customers, are eager to learn, admit mistakes, and encourage teamwork.
- **Grit:** Committed to the team and goals even when things get tough. We don't wait for a way, we make a way.

Summary

The Shipping and Receiving Clerk is responsible for managing incoming and outgoing shipments to ensure accurate, timely, and efficient movement of goods. This role verifies deliveries, prepares shipments, maintains inventory records, and ensures materials are handled safely and properly within the warehouse. This position is ideal for someone who thrives in a fast-paced environment and maintains a calm demeanor during busy periods. Your efforts will help keep our operations running smoothly and effectively, ensuring that we meet our goals for efficiency and service excellence.

Key Responsibilities:

Receiving

- Receive incoming shipments and verify contents against purchase orders and packing slips
- Inspect goods for damage or discrepancies and report issues
- Record and track received materials in approved systems
- Label and store materials in designated warehouse locations



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- Coordinate with purchasing or production teams regarding received materials

Shipping

- Prepare outgoing shipments including packaging, labeling, and documentation
- Verify orders for accuracy before shipment
- Schedule pickups with freight carriers, courier services, or internal transport
- Prepare bills of lading, shipping manifests, and other documentation
- Ensure shipments meet company and carrier packaging requirements

Inventory & Warehouse Support

- Maintain accurate inventory records and assist with cycle counts or physical inventories
- Organize warehouse areas to maintain efficiency and safety
- Assist with loading and unloading trucks using forklifts or pallet jacks when required
- Follow company safety procedures and warehouse protocols

Education/ Experience

- High school diploma or GED required
- Previous shipping, receiving, or warehouse experience preferred

Skills/ Qualifications

- Familiarity with inventory systems, shipping software, or ERP systems preferred
- Dependable, punctual, and able to work independently or as part of a team
- Strong attention to detail and organizational skills
- Willingness to learn new skills and adapt to changing needs
- Commitment to workplace safety standards and procedures
- Forklift Operator certification (or ability to obtain)
- Proficient in Microsoft Office Suite (or similar software)

Working Conditions

- Work is performed primarily in a manufacturing and fabrication shop environment.
- Regular exposure to noise, dust, fumes, vibration, and varying temperatures typical of a production facility.
- Requires standing, walking, bending, kneeling, reaching, and working with hands and arms for extended periods.
- Must be able to lift, carry, push, and pull up to 50 pounds or more and safely handle heavy components with or without assistance.



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- Compliance with all company safety policies and procedures is required, including the use of appropriate personal protective equipment (PPE) such as safety glasses, gloves, steel-toe footwear, etc.
- Work schedule: Tuesday–Friday, 7:00 AM – 5:00 PM. Overtime may be required based on production schedules, workload, and business needs.

Benefits

- Medical Insurance
- Dental insurance
- Vision Insurance
- Health Savings Account
- Life Insurance
- 401(k) with match
- Paid Time Off
- Paid Holidays

We offer a variety of traditional and non-traditional benefits. Details of these offerings can be found on our careers page located at www.wordrockdrills.com/careers.

Compensation Package

- Hourly wage starting at \$18.50 per hour (based on experience)

This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by his/her supervisor.

Note: WORD Rock Drills is an equal opportunity employer that encourages applicants from diverse backgrounds to apply. We are committed to fostering an inclusive environment where all qualified candidates are considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or veteran status.