



SEEDING IDEAS™
SINCE 1911

Packaging and Shipping Clerk, Crookham Company, Caldwell, ID

Post Date: 11/18/21

Close Date: 12/3/21

Employment Type Full-Time, Hourly with Benefits

Compensation: DOE

Job Type: Packaging and Shipping Clerk

Education: High School Diploma or GED

Experience: 3+ years' work experience

Industry: Agriculture - Seed Production & Distribution

Manages Others: Preferred

Relocation: No

Required Travel: No

Company Summary:

Crookham is a local family-owned seed company founded over 110 years ago to meet the country's popcorn seed demand and has grown to provide specialized production, breeding and distribution of hybrid sweet corn, popcorn and onion seeds domestically and internationally. Through the years the Company has gained a reputation for its decisiveness, integrity, innovation and a high level of energy and drive. It is a company dedicated to its customers and employees alike and looking for a new member to join its team.

Job Summary:

The primary responsibilities of this role will include assisting the Packaging/Shipping team with administrative tasks as well as managing order entry, shipping of completed orders, verifying and recording procedures throughout the bagging process.

Responsibilities:

- Bag and label preparation
- Product process responsibilities
- Assist with Scheduling domestic and international shipments
- Assist in order entry
- Manage bills of lading and other shipping/receiving documents
- Move freight, or other materials to and from storage or productions areas, loading dock, delivery vehicles using a forklift and/or pallet jack
- Assist with inventory management
- Checklist implementation
- Customer assistance
- Other responsibilities as required

Key Skills and Competencies:

- Attention to detail
- Basic math skills
- Good communication skills
- Quick learner
- Efficiently solves problems
- Proficient in Microsoft office
- Team player
- ERP system understanding (ABS proficiency a plus)