



## 1<sup>ST</sup> POSTING

### OPEN TO ENROLLED MENOMINEE

**NOTE:** *Selection process is in accordance with Chapter 170, as amended.*

Post Closes: Tuesday July 14, 2026

Job Title: Shipping Clerk

Status: RFT

Supervisor: Lumber Operations Director

Rate: \$ 21.00

#### **SCOPE OF WORK:**

The Shipping Clerk is responsible for coordinating all outbound shipments of lumber, logs, forest products, and value-added products while ensuring accurate documentation, timely deliveries, and exceptional customer service. This position serves as the primary liaison between Sales, Production, Trucking, Accounting, and customers to ensure orders are shipped accurately, efficiently, and on schedule. The Shipping Clerk maintains shipping records, prepares transportation documents, monitors inventory movement, and supports the overall shipping and lumber operations of Menominee Tribal Enterprises.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Must have the knowledge, skills, and ability to perform the following:**

1. Coordinate all outbound shipments of lumber, logs, chips, pulpwood, boltwood, veneer logs, value-added products, and other forest products.
2. Prepare Bills of Lading, packing slips, shipping manifests, freight documentation, and other transportation documents.
3. Verify customer orders, product quantities, grades, dimensions, destinations, and shipping instructions prior to shipment.
4. Schedule shipments with trucking companies and freight carriers while coordinating loading schedules with the Big Mill, Small Mill, Log Yard, and other production personnel.
5. Communicate daily with Sales, Lumber Operations, Production, Trucking, Maintenance, Log Yard, and Accounting regarding shipping priorities, inventory status, and customer delivery schedules.
6. Enter and maintain accurate shipping information in NetSuite and other applicable business systems.
7. Verify daily shipment tallies and reconcile shipping paperwork with production reports, inventory records, and customer orders.
8. Maintain accurate shipping records electronically and in hard copy for auditing, inventory tracking, and customer reference.
9. Coordinate special shipments, expedited deliveries, export shipments, and customer pickup appointments as required.
10. Monitor shipment status and proactively communicate delays or scheduling changes to customers, carriers, and internal departments.
11. Work with trucking companies and freight carriers to resolve freight discrepancies, damaged shipments, delivery issues, or transportation claims.
12. Ensure completed shipping documentation is submitted to Accounting to support accurate and timely customer invoicing.

13. Assist Sales with customer inquiries regarding shipment status, freight scheduling, order fulfillment, and delivery confirmations.
14. Assist with inventory verification, cycle counts, physical inventories, and reconciliation of inventory movement between production and shipping.
15. Generate daily, weekly, and monthly shipping, inventory movement, and freight activity reports.
16. Track freight costs and assist management with transportation reporting, freight analysis, and cost control initiatives.
17. Coordinate communication between shipping personnel, forklift operators, truck drivers, and production departments to maximize loading efficiency and minimize downtime.
18. Cross-train with Sales Office personnel to ensure continuity of operations during vacations, absences, or increased workloads.
19. Maintain comprehensive electronic and paper filing systems for shipping documents, Bills of Lading, freight records, and customer documentation.
20. Provide exceptional customer service by responding professionally and promptly to customer inquiries and resolving shipping-related concerns.
21. Assist with general office duties including answering telephones, filing, scanning, copying, and data entry.
22. Follow all MTE safety policies and procedures while ensuring compliance with applicable DOT, OSHA, transportation, and company shipping requirements.
23. Maintain confidentiality of customer information, pricing, shipping schedules, and proprietary company information.
24. Participate in continuous improvement initiatives to improve shipping efficiency, inventory accuracy, loading operations, customer satisfaction, and overall operational performance.
25. Perform other duties as assigned by the Lumber Operations Director or designated Supervisor

### **WORKING CONDITIONS:**

This position requires working in both an office environment and throughout mill operations, including the Big Mill, Small Mill, Log Yard, lumber yards, shipping areas, and warehouses. Frequent interaction with production employees, truck drivers, customers, vendors, and contractors is required.

The Shipping Clerk must be able to manage multiple priorities while maintaining accuracy in a fast-paced manufacturing environment. Occasional exposure to forklifts, heavy equipment, lumber handling operations, varying weather conditions, noise, dust, and moving equipment should be expected. Appropriate personal protective equipment (PPE) must be worn whenever entering operational areas.

Must be able to:

- Lift up to 25 pounds occasionally.
- Sit, stand, and walk for extended periods.
- Use computers and office equipment throughout the workday.
- Walk frequently between office and production areas.
- Occasionally climb stairs and work around industrial equipment.

Compliance with all MTE safety policies, OSHA regulations, DOT requirements, and company procedures is required.

### **QUALIFICATIONS:**

- High school diploma or equivalent required.
- Minimum of one (1) year of experience in shipping, logistics, customer service, inventory control, office administration, or a related field preferred.
- Experience using Microsoft Office products (Word, Excel, Outlook) required.
- Experience with NetSuite, inventory management systems, or ERP software preferred.

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- Working knowledge of lumber products, lumber grades, board foot calculations, and forest products preferred.
- Strong organizational, communication, and customer service skills.
- Ability to prioritize multiple assignments while maintaining accuracy under deadlines.
- Strong mathematical and data entry skills.
- Must demonstrate excellent attendance, professionalism, initiative, and the ability to work independently and as part of a team.

## **COMPENSATION:**

- Hourly wage based on experience and qualifications
- Incentive pay available based on volume of lumber/logs hauled (e.g., per load, per ton, or per thousand board feet, as determined by company policy)
- Overtime pay in accordance with applicable laws and company policy

## **APPLICATION PROCESS:**

1. Completed application
2. Copy of Tribal enrollment
3. Copy of diploma or equivalent.
4. Honorable or general military discharge paperwork

*Note: It is not the responsibility of MTE to notify you of incomplete applications.*

## **SUBMIT APPLICATIONS TO:**

Mariah Grignon-Reiter, Human Resource Generalist  
Menominee Tribal Enterprises, PO Box 10, Neopit, WI 54150  
Email: [mariahr@mtelumber.com](mailto:mariahr@mtelumber.com)  
Fax: 715-756-1314  
Call: 715-756-3353 if any questions.

\*Applicant must successfully pass a pre-employment drug & alcohol screening and background check.