



JOB DESCRIPTION: PARCEL SHIPPING DESK CLERK

Barreto Manufacturing is looking for a detail-oriented and organized Shipping Desk Clerk to join our parcel shipping team. This role is responsible for pulling parts orders, accurately packaging and labeling shipments, and ensuring orders are processed efficiently and correctly. Strong attention to detail is essential to ensure accuracy and prevent shipping errors.

Responsibilities:

- Pull parts orders accurately based on customer and internal requests.
- Package orders securely to prevent damage during transit.
- Label shipments correctly according to UPS and company shipping procedures.
- Verify order details to ensure accuracy before shipping.
- Maintain an organized and clean shipping area.
- Assist with inventory management and tracking.
- Follow all safety guidelines and company procedures to ensure a secure work environment.

Qualifications:

- Strong attention to detail and accuracy.
- Ability to work efficiently in a fast-paced environment.
- Experience with shipping procedures and UPS systems is a plus.
- Basic computer skills for processing shipments and generating labels.
- Ability to lift and move packages as needed.
- Strong organizational and time management skills.

Benefits:

- Competitive compensation
- Opportunities for growth and advancement
- Health insurance options
- Retirement plan

To Apply:

- Click the link below to download the Barreto Manufacturing Employment Application.
- Submit your completed application to hr@barretomfg.com or apply in person at our corporate headquarters: 66498 Highway 203, La Grande, OR 97850.