

The Friends of Israel Gospel Ministry, Inc.

Position Description

Position: P/T Shipping Clerk (12-15 hours a week with additional seasonal hours)

Reports to: Shipping Manager

Purpose of the Position

To assist in the distributing and receiving of ministry material.

Qualifications

- Able to lift packages over 50 lbs.
- Able to operate a forklift.
- Must have valid drivers license.
- Able to operate computer software.
- Must be 18 years or older.
- Dedicated Christian who demonstrates an understanding and support of FOI's mission, philosophy, ministry, beliefs and policies.

Responsibilities

- Follow inventory control procedures.
- Pick up mail at the Post Office.
- Prepare orders for shipment.
- Receive incoming shipments.
- Process outgoing mail.
- Maintains safe and clean work area by complying with procedures, rules and regulations.
- Any other duties as directed by the Shipping Manager.

Professional Training and Development

- Attend mandatory training sessions.