



**The Western Sugar Cooperative**  
(Grower Owned)

**Title:** Shipping Clerk  
**Location:** Scottsbluff, NE

*The shipping clerk is an administrative position with duties encompassing Scottsbluff and the surrounding terminal locations: Bayard, Western Valley, Gering, and Mitchell.*

**Position Requirements:**

- Commitment to the Core Values of The Western Sugar Cooperative: Safety, Quality, Business Ethics, and Cost Management
- Strong written and verbal communication skills
- Strong interpersonal skills in order to relate to and work with individuals at all levels of the organization, to the vendor and customer base, and to the trucking community
  - \*\*This also necessitates the strength to handle confrontation in the quest and commitment to coordinate quality standard compliance
- Detail-oriented with the ability to scrutinize all documents before, during, and after each customer load (bulk car, bulk truck, or semi load) before shipments leave WSC in order to ensure that the customers receive the highest quality product
- Proven organizational skills and the ability to multi-task, controlling the minute-by-minute demands of the home office while meeting customer requirements, cross-town loads, inventory details, etc.

**Position Responsibilities:**

- Responsibility for conducting daily inventory to maintain and monitor product availability
  - \*\*This requires excellent math skills in order to accurately determine packaged sugar inventory, pallets, totes, etc.
- Adept computer skills and the willingness and ability to learn diversified application in SAP
  - \*\*Computer skills should include email applications, word processing, and spreadsheets
  - \*\*SAP knowledge, skills, and application are critical to the maintenance of inventory systems and the posting of rail and truck loads in the system
- General overall knowledge of packaging/warehousing
- Specific knowledge of the brands packaged and the quantities (bags, boxes, units, etc.)—relevant to the type of sugar being packaged
- Understanding dock procedures as they relate to DOT standards and compliance prior to a truck leaving The Western Sugar Cooperative premises
- Determine packaged sugar inventory, pallets, totes, etc.
- Recall product at a moment's notice to verify and validate the potential threat/danger that a specific product might have on the general public
- Knowledge of and adherence to GMP's including the understanding of the direct link between food safety and customer satisfaction
- Follow the directions of the Warehouse Manager and provide feedback when needed

**Other**

- Good attendance

*Local candidates preferred  
Please no agencies*

**Respond to:** Human Resources, Western Sugar Cooperative, Fax# 303-813-3577 or send cover letter and resume to [HR@westernsugar.com](mailto:HR@westernsugar.com).

For additional information, visit our website at [www.westernsugar.com](http://www.westernsugar.com)

Western Sugar is an Equal Opportunity Employer.