



<https://www.premierpersonnelgroup.com/find-a-job/part-time-label-clerk/>

## Part Time Label Clerk

### Responsibilities

Duties and responsibilities- including but not limited to:

1. Retrieve daily order printouts from printers.
2. Print packing lists from retailer portals and internal systems
3. Run orders thru shipping software and print the labels. (UPS Worldship, Fed Ex Ship Manager)
4. Match up all paperwork to send to warehouse production department.
5. Filing of shipping documentation

### Qualifications

HS diploma

1-2 years office experience

Computer literate with Excel experience

Worldship/Fed Ex Ship Manager a plus

Must have own transportation

### Hiring organization

Premier Personnel Group

### Employment Type

Temporary

### Beginning of employment

ASAP

### Duration of employment

Until End Of July

### Industry

Fashion/Ecommerce

### Job Location

Somerset

### Base Salary

\$ 16 - \$ 17

### Working Hours

M-F 8:30 am to 1 pm