



Import Clerk

Jewett Cameron is looking for an Import Clerk. This motivated individual will provide support to our import team to ensure data integrity and efficient processing of documents and information. The ideal candidate will demonstrate an exceptional eye for detail, capability to operate in a fast-paced environment, and commitment to get the job done correctly and timely. Experience with importing goods and overseeing transportation from container loading, on the water transit, and delivery to final destinations is a plus.

A successful candidate is an open-minded, inquisitive individual who enjoys a collaborative work environment, which values their creative contributions, beyond the product of their work.

Founded in Oregon in 1953, the Jewett Cameron Company strives to develop and build premier products in fencing, pet home, and outdoor living. We are guided by our defining principles of crafted, stewardship and legacy. As such, we apply the same care in developing our products as we do investing in our people, our partnerships, our environment, and in the communities where we live, work and play.

Responsibilities in this Role

- Ensure data integrity
- Create purchase order and sales acknowledgement in ERP
- Create shipment folders
- Monitor shipping status
- Check shipping documents from suppliers
- Respond to requests in a timely fashion
- Participate in cross-functional project teams to drive process improvements
- Other responsibilities as necessary

Ideal Candidate Requirements/Qualifications

- Highly organized and detail oriented
- Capable of working in a fast paced environment
- 1-4 years of import processing or equivalent experience preferred
- Advanced knowledge of Excel with aptitude to learn new systems quickly
- Demonstrated ability to take initiative and ownership of assigned work projects
- Strong communication skills, both written and verbal
- Ability to influence cross-functionally
- Type 40-60 wpm

Physical Requirements – Work Environment:

- This role typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties.
- The noise level in the work environment is typical of that of an office. Frequent interruptions may be encountered throughout the workday.
- The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 50 pounds.

Jewett Cameron offers a competitive salary and a rich benefits package including:

- Medical, Dental, FSA and Employer funded HRA
- Employer Sponsored Short-term Disability, Life and AD&D coverage
- Profit sharing and an exceptional 401k match
- A family-friendly team with generous and flexible PTO
- An environment dedicated to ongoing learning and professional development