



Shipping Associate

Reports to: QC Supervisor

Shift: 1st

Summary

The Shipping Associate prepares product for shipment, builds skid frames, bands material to pallets and loads and unloads trucks in the dock. The associate will also manage inventory through database and maintain levels required on a daily basis to meet distribution demands. This position also verifies and keeps records on incoming and outgoing shipments and prepares items for shipment by performing the following duties to quality and productivity standards.

Essential Functions

- Operates lift trucks or hand trucks and over-head cranes to convey, move or hoist materials to proper departments or areas.
- Maintains inventory of shipping materials and supplies. Also responsible for keeping an adequate supply on hand at all times.
- Builds frames or prepares pallets for large shipments using power tools.
- Operates the stretch wrap and metal banders.
- Maintains the work area and equipment in a clean and orderly condition and follows prescribed safety regulations.
- Lift/stack and move product to load and unload trucks.
- Keeps clear records and submits paperwork to the office regarding all shipments.

At times may assist with Receiving:

- Unpacks, examines and routes incoming shipments, rejects damaged items, records shortages, and corresponds with shipper to rectify damages and shortages. Receives and processes all defective parts returned for replacement or credit.
- Enter data for quantities of parts issued and transferred between locations, inventory and cycle count adjustments, into computer database

Competencies

- Strong attention to detail.
- Good Handwriting.
- Good communication skills.
- Self-starter/motivated/initiative driven.

Certifications: Forklift training certificate or the ability to obtain it.

Work Environment

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The noise level in the work environment can be loud. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. The position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type and Expected Hours of Work

This is a full-time position; Monday through Friday, *1st Shift*: 8:30 a.m. to 5:00 p.m.

Travel

No travel is expected for this position.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.