

Job Title: Shipping Assistant

Department: Shipping

Reports to: VP of Inside Sales

Status: Non-exempt

Job Summary:

Under general supervision, performs routine manual and administrative duties related to the shipment and receipt of materials, supplies, equipment and finished products.

Essential Job Duties:

- ◆ Ascertain that all incoming and outgoing shipments are properly labeled and that correlating documents are available with each shipment.
- ◆ Look through work orders to determine order picking and issuing activities and pick/issue order according to the specific instructions provided, and process within ERP system.
- ◆ Verifies identification and quality of product.
- ◆ Prepares bills of lading.
- ◆ Process and package product and orders for shipment through utilizing knowledge of shipping procedures, routes, and rates.
- ◆ Assist in loading and unloading trucks and determining safe ways of stacking items on the truck and retrieving items in a safe matter.
- ◆ Ensure that materials are in proper locations. Conducts searches in order to locate misclassified inventory.
- ◆ Verifies nomenclature, identification and quantity.
- ◆ Maintains records of goods received
- ◆ Record damaged or defective items and replace them according to company policies..
- ◆ Operates lift trucks, forklift, hand trucks, and other warehouse equipment to convey, move or hoist materials to proper departments or areas.
- ◆ Other duties/projects as assigned

Minimum Qualifications:

- ◆ Minimum of a high school education and one year of factory-related experience in shipping and receiving.
- ◆ Ability to read and write English, follow verbal instructions and use simple math.
- ◆ A valid driver's license and a good driving record.
- ◆ Licensed forklift truck operator.