

Shipping & Receiving Associate: Shipping & Receiving Associate III

Performs a combination of manual and clerical shipping and receiving duties; may work out of a central warehouse. Uses computer system for tracking, logging, verifying and reporting. Follows shipping practices and procedures, transportation routing, schedules and requirements. Receives incoming materials or prepares materials for shipment; (un)packs or (un)wraps items such as finished products, raw stock, assemblies, parts, building materials, office supplies, equipment, etc. Verifies quantity, weight and conformance of materials to stated identifications; logs receipt of items on system, processes freight bills, packing sheets and other documents; reports materials shipped and bills of lading; posts weight and shipping charges, and routes merchandise to destinations.

Knowledge

Considerable knowledge of the job. Complete acquaintance with, and understanding of, the general and detailed aspects of the job and their practical applications to problems and situations ordinarily encountered.

Supervision Received

Limited supervision. No instructions needed on routine work and general instructions given on new lines of work or special assignments.

Consequence of Errors

Errors may be difficult to detect and would normally result in loss of customer business, material or equipment to resolve.

Contacts

Contacts are frequent with individuals representing other departments and/or representing outside organizations. Contacts involve obtaining or providing information or data on matters of moderate importance to the function of the department or which may be of sensitive nature. Internal staff main contacts.

Work Products (Examples may include but are not limited to)

Perform shipping, receiving and material handling functions using MRP software and manual shipping equipment. Able to lift 50lbs. Ability to operate a forklift. Military packing requirements. Verify incoming shipments. Issues receipt traveler. Perform inventories. Load skids and pallets. Move and deposit loads safely and efficiently. Must have basic computer skills. Loads and unloads trucks. Use various types of power equipment for packing operations, including power band saw, electronic scale, fork lift and UPS/US Mail equipment. Package products in accordance with shipping and packaging specifications to be shipped or stored and perform self inspection in accordance with departmental procedures. Receive deliverables on the loading dock for all incoming shipments. Provide delivery services for incoming shipments as required. Maintain cleanliness and order within the work area.

Minimum Education and Experience

High School and 5+ years of experience. Some experience using power equipment in a warehouse operation is preferred. Must know how to operate electric carts and fork lifts. Must be able to lift up to 50 pounds.