

Shipping & Receiving Associate: Sr. Shipping & Receiving Associate

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

Extensive knowledge in specialized functions. A wide and comprehensive acquaintance with, and understanding of, both general and specific aspects of the job and their practical application to complex problems and situations ordinarily encountered.

Supervision Received

Minimal supervision. Work may be done without established procedures.

Consequence of Errors

Errors are very difficult to detect and would normally require significant expenditures to resolve.

Contacts

Contacts are frequent with individuals representing outside organizations and/or individuals of significant importance within the company. Contacts involve planning and preparation of the communications, require skill, tact, persuasion and/or negotiation to accomplish the objectives of the communication. 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. Conduct a physical inventory of all incoming materials and track inventory using the automated control system. Provide delivery services for incoming shipments as required. Maintain cleanliness and order within the work area. Perform any other related shipping and receiving tasks as requested. May provide direction to assistants.

Minimum Education and Experience

High School and 10+ 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. Must be familiar with DOT regulations for the procedures and documentation of hazardous materials for domestic and export shipments. Must be familiar with ITAR regulations. Knowledge of Microsoft PC applications and basic PC functions.