

# 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.

Level 1		Level 2		Level 3		Level 4	
Shipping & Receiving Associate I		Shipping & Receiving Associate II		Shipping & Receiving Associate III		Sr. Shipping & Receiving Associate	
Knowledge	Little or no knowledge of the job. Moderate understanding of general job aspects and some understanding of the detailed aspects of the job.	Full knowledge of the job. Substantial acquaintance with, and understanding of, general aspects of the job with a broad understanding of the detailed aspects of the job.		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.		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	Close supervision involving detailed instructions and constant checking on work performance.	General supervision and instructions given for routine work and detailed instructions given for new activities or special assignments.		Limited supervision. No instructions needed on routine work and general instructions given on new lines of work or special assignments.		Minimal supervision. Work may be done without established procedures.	
Consequence of Errors	Errors can be easily and quickly detected within the immediate work unit and would result only in minor disruption or expense to correct.	Errors may be detected and corrected but may cause moderate loss of time or customer/user dissatisfaction.		Errors may be difficult to detect and would normally result in loss of customer business, material or equipment to resolve.		Errors are very difficult to detect and would normally require significant expenditures to resolve.	
Contacts	Contacts are primarily within immediate work unit. Contacts involve obtaining or providing information requiring little explanation or interpretation. Internal staff main contacts.	Contacts are typically with individuals within own department and occasionally with contacts outside own organization. Contacts involve obtaining or providing information or data requiring some explanation or interpretation. Internal staff main 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.		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.	

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<b>Work Products (Examples may include but are not limited to)</b>	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. Loads and unloads trucks. Maintains general housekeeping and ESD rules within the work area.	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. 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.	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.	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.
<b>Minimum Education and Experience</b>	High School and 0-3 years of experience. Some experience using power equipment in a warehouse operation is preferred.	High School and 3+ 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.	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.	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.