

POSITION: Shipping & Receiving Technician
LOCATION: Houghton, Michigan
CLASSIFICATION: Non-Exempt
REPORTS TO: Operations Manager

Position Description

Shipping and Receiving Technicians are responsible for a variety of tasks including outbound shipping and inbound receiving. Shipping duties include pulling and packaging customer service orders and processing shipments within the inventory system. Receiving duties include receiving, unpacking, verifying and recording incoming material.

Principal Accountabilities

- Inspect, accept or reject goods received
- Determine if parts received are on the NIS (Not in Stock) list
- Store received parts in assigned locations
- Pull and package customer service orders
- Pull machine parts kits for assembly
- Arrange freight pickup for customers
- Input stock items into computer and store in the assigned location
- Process shipments in inventory system
- Assist in the shipment of finished goods
- Crate machines
- Identify time saving procedures
- Notify Purchasing of shortages and needs
- Maintain inventory of shipping supplies
- Maintain proper bill of material accuracy to ensure inventory accuracy
- Proactively report issues that may hinder job duties to Team Supervisor
- Follow all ISO Company policies and procedures
- Work safely in a manufacturing environment and follow all company safety policies and procedures

Attributes

- Ability to solve problems using existing systems and processes while handling multiple assignments
- Detail oriented, accurate and maintain excellent follow-through
- Excellent verbal communication and listening skills
- Capable of following processes and initiate process improvements
- Maintain a positive attitude in high-pressure situations
- Adaptable to changing work responsibilities and production
- Must be self-motivated and work well independently or in a team-oriented environment
- Ability to work effectively with other departments within the organization

Education/Experience

- High School Diploma or equivalent required
- 1-3 years warehouse experience including shipping/receiving or inventory preferred
- Strong computer skills preferred
- Experience with UPS online, XPO, FedEx, preferred
- Carpentry experience preferred



Working Conditions

- Ability to work extended hours as business needs dictate
- Ability to obtain forklift and overhead crane certification
- Ability to regularly lift up to 50 pounds
- Frequently remain in a stationary position such as standing
- Frequently kneel and bend
- Foot Protection (i.e. Steel or Composite Toe Boots) required
- Employee must possess manual dexterity required for using hand tools and operating machinery

Job Description Acknowledgement: I have received, reviewed and discussed any questions I may have had about this job description prior to signing this form.

Printed Name: _____

Signature: _____

Date: _____