

**POSITION:** Shipping Dept.

**REPORTS TO:** Warehouse Team Leader

**RESPONSIBILITIES OF THIS POSITION:**

- Manage day to day warehouse activity and organization, including shipping, receiving, materials storage, finished goods storage, and cycle counting.
- Responsible for warehouse safety
- Responsible for warehouse record keeping.
- All responsibilities are equally shared and trained between warehouse team members.
- Interact with Company associates.
- Other duties as assigned.

**COMPETENCIES/SPECIFIC EXPERIENCE OR TRAINING PREFERRED:**

- General computer data entry skills
- Knowledge of UPS system a plus
- Proficient in the use & maintenance of forklift, hand operated pallet jack, vacuum lift, palletizer, weight scales, label makers and other warehouse equipment.
- Knowledge of freight requirements (both shipping and receiving)
- Good communication skills.
- Self-motivated – willing to work in fast paced environment.
- Committed to Team Based Organization

**PHYSICAL/ENVIRONMENTAL DEMANDS:**

- Work at computer terminal
- Lifting, standing, kneeling, crawling