



JOB TITLE: Warehouse Associate-Shipping Specialist

DEPARTMENT: Distribution

REPORTS TO: Warehouse Manager

JOB CODE: SI60JOB4

PREPARED: 10/2018 **REVISED:** 2/2024

MAJOR JOB FUNCTION: To ship and receive product in an efficient manner according to prescribed methods or special instructions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- I. Fill LTL orders
 - A. Accept open orders and determine if product is available
 - B. Predetermine and oversee the execution of the shipping instructions and provide routing information to ensure that delivery times and locations are coordinated
 - C. Notify office with inventory adjustment form if stock is not available
 - D. Pick correct product from stocking bays using appropriate material handling equipment
 - E. Pack orders per instructions, including individual boxing and special container labels
 - F. Notify carriers for pick up of finished orders

- II. Process shipping documents
 - A. Enter accurate data on pick tickets
 - B. Insert packing slip in container and mark container as required
 - C. Calculate weight, identify product class and produce appropriate bill of lading
 - D. Stage orders for shipping
 - E. Turn in signed bills of lading to office after shipment is picked up

- IV. Fill small package & and sample orders
 - A. Accept orders, sort and organize
 - B. Pick correct product from picking bins using material handling equipment.
 - C. Pack orders per instructions, including individual boxing, special labels, etc. if applicable.
 - D. Band cases if necessary.

MINOR DUTIES AND RESPONSIBILITIES:

- I. Provide assistance within department
 - A. Perform back-up duties as needed
 - B. Assist with matching of invoices
 - C. Perform miscellaneous clerical duties

- II. Assist in organization and maintenance of warehouse facility & supplies
 - A. Work on special projects rework, bag lids, etc.
 - B. Maintain neat, clean, and organized work area.
 - C. Maintain neat, clean, and organized packing bins and aisles.
 - D. Assist in stocking product as necessary.
 - E. Perform miscellaneous duties as assigned.

EQUIPMENT USED: Forklift, hand jack, powered material handling equipment, ladders, scale, 2 wheeler, taping devices, and dispensing equipment

QUALIFICATIONS:

- 1 year previous experience in a warehouse environment preferred
- 1 year previous forklift experience preferred
- Able to lift 40lbs without mechanical assistance
- Mathematical skills
- Basic computer skills
- Able to work quickly and accurately
- Attentive to details, written instructions
- Able to learn product line
- Willing to learn all shipping/receiving functions for back up to other positions
- Able to climb high ladder for light maintenance
- Able to go in/out of doors and withstand temperature changes
- Able to unload large containers & place boxes on pallets
- Able to operate manual and powered material handling equipment