



Shipping and Warehouse Associate

This position contributes to meeting our goals of exceptional customer service, quality, process improvement, and profitability by ensuring that customer orders are correctly picked, packed, and shipped according to customer requirements, eliminating errors and claims. Performs a variety of duties within the warehouse, and duties will include hand picking and packing, operating forklift equipment, sealing and/or banding shipments, receiving incoming deliveries, performing cycle counts, housekeeping, etc. May be asked to work overtime as needs fluctuate. Expected to operate according to all safety and security guidelines.

Duties: In addition to fulfilling the daily responsibilities, the Shipping and Warehouse Associate provides direct assistance to the S&R supervisor or lead by helping fulfill workloads, expedite workflow and assist in managing inventory.

- Ensure work is performed with the team according to all policies and procedures
- Pack product and small parcel orders in a fast-paced environment
- Pick, pack and ship outgoing orders on a daily basis
- Ensure serial number checks are made at the appropriate stages of receipt, packing and preparation for shipping
- Keep up with Daily Shipping and Receiving Logs
- Receive incoming goods
- Assemble "kits" as needed
- Label product as needed
- Other duties as assigned

Qualifications:

- Must be reliable
- Must have good attention to detail
- Displays a positive attitude, is team oriented and shows strong support of the company
- Ability and willingness to safely operate a reach truck a plus
- Must be able to lift up to 20lbs, squat and bend, in order to perform the daily duties required.
- Must be able to routinely fold, tape, label and stack product for shipment
- Must be capable of standing or sitting for long periods of time
- Experience with UPS-World Ship a strong plus but not required
- Experience driving 26' box truck (DOT) a plus but not required

Job Type: Full time, NonExempt; hours are from 9:00am to 5:30pm

Computer skills: MSOffice, UPS, Excel and shipping software programs

Shipping: 2 years min.

Education: High school diploma or equivalent