



JOB DESCRIPTION

JOB TITLE: Shipping and Receiving Assistant

JOB CODE:

EXEMPT/NON-EXEMPT : Non-exempt

REPORTS TO: Supply Chain Manager

DEPT.: Supply Chain

DEPT. APPROVAL: Supply Chain

DATE: 09/28/2023

MANAGER LEVEL:

EEO CODE:

BRIEF POSITION SUMMARY:

Assists in performing various types of product packing and shipping in accordance with established procedures and/or commercial standards; receives and stocks incoming equipment, materials, and supplies and prepares shipments. Assists with compiling and maintaining records of quantity, type, and value of material, equipment, merchandise, or supplies stocked.

DUTIES and RESPONSIBILITIES:

- Assists with processing all in- and outbound shipments including but not limited to sorting, logging, delivering, packing, and shipping
- Assists in preparing shipping and receiving documentation; maintains orderly files for all documentation
- Assists in processing all receiving transactions and paperwork
- Assists with inspecting all incoming freight for damage; follows-up with purchasing to resolve any damaged freight issues
- Assists with maintaining material inventory levels
- Maintains safety and housekeeping standards in shipping area
- Assists with accurately controlling and tracking physical inventory
- Participates in inventory process and daily audits; researches and resolves inventory discrepancies
- Assists with maintaining inventory database
- Performs required administrative tasks; prepares all required reports and correspondence

*The company reserves the right to add or change duties at any time

EDUCATION, EXPERIENCE, and QUALIFICATIONS:

- High school diploma
- One to two years related experience or equivalent
- Ability to work with minimal supervision
- Strong organizational, problem-solving, and analytical skills
- Solid written and verbal communication skills

- Ability to manage priorities and workflow
- Proficient use in MS Word and MS Excel preferred
- QuickBooks experience preferred
- Proven ability to handle multiple projects and meet deadlines
- Strong interpersonal skills
- Ability to understand and follow written and verbal instructions
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Hands-on experience with office equipment (e.g. fax machines and printers)
- Must be a U.S. citizen
- Ability to obtain and maintain a U.S. Security Clearance at the appropriate level (requires U.S. Citizenship)
- Holds and able to maintain a valid U.S. Driver's license
- Must pass pre-placement drug screen and background investigation

PHYSICAL REQUIREMENTS:

- Must be able to sit/stand for extended periods – 9 hours minimum
- Physically able to handle items weighing up to 40lbs unassisted
- May be exposed to high level noise, dust, and vibration and chemical fumes (within OSHA limits)
- Continuous use of both hands including grasping, pulling, and pushing
- Walking and balancing on even and uneven surfaces
- Must be able to stoop, kneel, climb, bend, crawl, and be able to reach overhead and below the shoulder
- Able to work in a non-climate controlled environment