



JOB DESCRIPTION

Job Title: Shipping/Receiving Specialist

Location: Marshfield

Reports To: Materials Manager

Department: 506

Principle Duties and Areas of Responsibility:

- Processes in- and outbound shipments including but not limited to sorting, logging, delivering, packing, and shipping
- Audits each shipment prior to shipping/receiving to ensure that goods match order
- Packs and labels product based on established standards
- Ensures that proper paperwork is provided with correct order
- Prepares shipping and receiving documentation; maintains orderly files for all documentation.
- Processes all receiving transactions and paperwork
- Inspects all incoming freight for damage; follows-up with purchasing to resolve any damaged freight issues
- Assists in maintaining material inventory levels
- Assists in responses to requests for tracing of missing shipments
- Assists in maintaining safety and housekeeping standards in shipping/receiving area
- Performs other related duties as assigned by management

Skills and Abilities:

- Familiarity with shipping/receiving practices and handling methods
- Ability to work with minimal supervision
- Commitment to excellence and high standards
- Excellent written and oral communication skills
- Strong organizational, problem-solving, and analytical skills
- Ability to manage priorities and workflow
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Acute attention to detail
- Proven ability to handle multiple projects and meet deadlines
- Strong interpersonal skills
- Ability to understand and follow written and verbal instructions

Qualifications:

- One to two years related experience or equivalent preferred but necessary
- Proficient computer skills required; knowledge of ERP/MRP systems a plus along with Microsoft office products



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Direct Reports: None

Physical Requirements:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Use these codes to complete this section: "F" for frequently; "O" for occasionally; "N" for not at all.

Physical Activity

On the job the employee must:

- (F) Bend (O) Sit
 (F) Squat (F) Stand
 (O) Crawl (F) Walk
 (O) Climb (F) Push/Pull
 (F) Kneel
 (F) Handle objects (manual dexterity)
 (F) Reach above shoulder level
 (F) Use fine finger movements
 (F) Repetitive movement
 () Other _____

Must carry/lift loads of:

- (F) Light (up to 25lbs.)
 (F) Moderate (25-50lbs.)
 (O) Heavy (over 50lbs.)

Physical Ability:

- Vision: Good
 Color Vision: Normal
 Hearing: Normal
 Talking/Speech: Good

Physical Exposure

On the job the employee:

- (F) Is exposed to moderate or excessive
 (circle) noise
 (F) Is around moving machinery
 (F) Is exposed to marked changes in
 temperature and/or humidity
 (F) Is exposed to dust
 (O) Is exposed to fumes
 (O) Drives motorized equipment
 (O) Works in confined quarters
 (N) Unprotected heights
 () Other _____

Acceptable Minimum

- Poor Blind
 Impaired
 Moderate Loss Deaf
 Fair Mute



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APPROVALS:

Randy Stroik, Manager

Date

Human Resources

Date

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
