



Subject: **Shipping & Receiving Specialist**

Hourly Non Exempt

Reports To: Director of Materials

**POSITION SUMMARY:** This position ensures injection molded parts are manufactured according to customer specifications.

**RESPONSIBILITIES:**

- Verifies and keeps records on incoming and outgoing shipments and prepares items for shipment: Compares identifying information and counts, weighs, or measures items of incoming and outgoing shipments to verify information against bills of lading, invoices, orders, or other records.
- Determines method of shipment, utilizing knowledge of shipping procedures, routes, and rates.
- Affixes shipping labels on packed cartons or stencils identifying shipping information on cartons, using stenciling equipment.
- Assembles wooden or cardboard containers or selects preassembled containers.
- Inserts items into containers, using spacers, fillers, and protective padding.
- Nails covers on wooden crates and binds containers with metal tape, using strapping machine.
- Stamps, stencils, or glues identifying information and shipping instructions onto crates or containers.
- Posts weights and shipping charges, and affixes postage.
- Unpacks and examines incoming shipments, rejects damaged items, records shortages, and corresponds with shipper to rectify damages and shortages.
- Routes items to departments.
- Examines outgoing shipments to ensure shipments meet specifications.
- Maintains inventory of shipping materials and supplies.
- May operate tier-lift truck or use pallet jack to move, convey, or hoist shipments from shipping-and-receiving platform to storage or work area.
- May direct others in preparing outgoing and receiving incoming shipments.
- May receive unsold products returned by DRIVER, SALES ROUTE and be designated Route Returner.
- Maintaining organized electronic inventories updated daily.
- Receiving and unloading incoming materials and comparing information on packing slip with purchase order to verify accuracy of shipment.

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- Inspecting shipments for damages or defects; recording discrepancies or damages and notify Supervisor and/or Purchasing Manager.
- Operating pallet jacks, and/or forklift to place incoming materials in assigned areas and to load and unload materials onto and off of trucks
- Transportation of materials, finished parts, and/or goods to offsite supply center
- Perform miscellaneous job-related duties as assigned
- Maintain stockroom procedures / organization / cleanliness
- Participate in creating a culture of cooperation, support, continual improvement and overall team success

**QUALIFICATIONS:**

- High School Diploma or equivalent
- 3+ years' experience in shipping/receiving in a manufacturing setting
- Ability to communicate effectively both verbally and in writing
- Proficient computer skills
- Experience in Visual and IQMS preferred
- Capability to work independently and with minimal supervision
- Must be able to lift 50 lbs. regularly
- Must be highly organized and maintain a neat and orderly work area
- Must have the ability to operate with interruption and multitask
- Must be professional at all times and possess customer service skills
- Must be a team player

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS AND ABILITIES:** Must be able to differentiate between customer production and service requirements. In addition must be able to cross reference between customer and PSIMP's part numbers and descriptions.



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**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; and to talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move objects up to 10 pounds and occasionally lift and/or move objects up to 25 pounds. Specific vision abilities required by this position include: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** While performing the duties of this job, the employee occasionally works near moving and/or high temperature mechanical equipment and parts. The noise level in the work environment is usually moderate; infrequently, loud.

**SAFETY:** All employees are expected to set the highest level of safety expectation in their work, display the highest level of safe behavior, actively participate in PSIMP's safety program, and adhere to all safety rules and regulations. Employee Health & Safety is a part of our company culture and participation is required for all employees.