

SHIPPING/RECEIVING SPECIALIST

Duties to include:

RECEIVING:

- Unloading materials when delivered
- Matching of material to packing slips and pulling purchase order for complete verification
- Labeling stock materials with purchase order information and identifying its destination
- Investigate any discrepancies and reconcile
- Notifying end users (managers) of material arrival
- Create receivers and forward to accounting for processing
- Posting of inventory to database
- Copying and distributing documents as needed

SHIPPING:

- Determine best method to package fixtures and displays to achieve their arrival at their destination unbroken
- Package the fixtures and displays in manner suitable for its shipping method (UPS, LTL, customer pickup)
- Determine best mode of transportation for timely arrival of material and make appropriate arrangements within customer's requirements
- Preparing bills of lading and freight way bills
- Assist with loading trucks
- Data entry of shipments into UPS Worldship
- Copying and distributing documents as needed

INVENTORY CONTROL AND WAREHOUSING

- Organize inventory - Repackaging inventory as needed –
- Protect inventory from damage
- Maintaining up-to-date records of inventory and their location
- Maintain display accessories in good order and in an organized fashion for quick retrieval
- Prepare inventory reports and distribute to appropriate individuals

MAINTENANCE

- Daily straightening up of area
- Perform daily and periodic cleaning of packing machines, shelves, racks, floors and bulk storage areas
- Maintain a safe and organized (OSHA compliant) work area

RELATIONSHIPS:

1. Accountable to the Operations Manager
2. Assumes responsibility for requesting training in all functions of the department in which training would be beneficial
3. Has contact with suppliers, contractors and freight representatives.

HIRING CRITERIA:

- High School diploma or equivalent
- Dependability, trustworthiness, punctuality
- Must be highly motivated and able to work independently and under pressure, meeting deadlines
- Able to adapt to changing responsibilities
- Excellent organizational skills
- Analytically sharp with above average verbal and written communication skills
- Mathematical/statistical ability
- Proficient working knowledge in a PC platform of MS Office Products such as Outlook, Word, and Excel is required.
- This is a hands-on position requiring the ability to consistently lift 25+ pounds, stand on concrete floors for a majority of the day, and perform other physical requirements in performance of the duties of this position
- Ability to work with a staff of diverse ethnicity