Job Description: Shipping & Receiving

Position Summary

Ensures the smooth and efficient operations of shipping and receiving; receives incoming material, counts and inventories items and checks the contents of packages against packing lists to ensure the correct items; Prepares product for shipment ensuring cost effective courier services and ensures the product is shipped to the correct customer.

Responsibilities

- Overseeing incoming and outgoing shipping activities to ensure accuracy, completeness and conditions of shipments
- Determining shipping priorities and shipping methods required to meet shipping and receiving schedules
- Prepares shipments for postal or commercial conveyance; determines most economical and efficient shipping method; selects appropriate shipping container; packs items to ensure safe delivery.
- Prepares bills of lading; checks items to be shipped against work orders to ascertain that quantities, destination, and routing are correct.
- Receives and unloads incoming materials and compares information on packing slip with purchase order to verify accuracy of shipment; may process return shipments from customers.
- Sorts, counts, packages, labels, insures, unpacks, and/or logs inventory which is shipped or received.
- Inspects shipments for damages or defects; records discrepancies or damages and notifies supervisor and/or purchasing personnel.
- Open bales, crates and other containers; Assist in counting of physical inventory; Weigh and count items for distribution within plant to ensure conformance to company standards.
- May maintain department database, prepare routine reports, and file shipping/receiving records.
- Operates dolly, pallet jack, and/or forklift in loading and unloading supplies and equipment; may operate shrink-wrap machine; may operate company vehicle to deliver shipments; may assist in routine maintenance of equipment and shipping area; may lock warehouse and set alarms.
- Sort and place materials or items on racks, shelves or in bins according to predetermined sequence such as size, type, style, color or product code.
- Follows established departmental policies, procedures, and objectives, continuous quality improvement objectives, and safety, environmental, and/or infection control standards.
- Performs miscellaneous job-related duties as assigned.

Accountabilities & Key Performance Indicators (KPI's)

The accountabilities are the important functions that Accutech depends on you doing well in a timely and efficient manner. The KPI's are some of the ways we will measure your performance of these duties.

Shipping & Receiving Technician	
Accountabilities	KPI's
Shipping	OTIF >99.1%
Inventory	DIO < 30
Monthly Cycle Counts	Variance < 0.5%

Job Qualifications

- At least one year shipping and receiving experience; High school diploma or GED; Ability to read and write; Records maintenance skills; Ability to perform simple arithmetic
- Ability to receive, track, and distribute materials, supplies, and equipment; Ability to prepare routine administrative paperwork.
- Ability to read, sort, check, count, and verify numbers; Ability to receive, stock, and/or deliver goods; Ability to detect problems and report information to appropriate personnel;
- Knowledge of related accreditation and certification requirements; Knowledge of postal or commercial shipping methods and procedures; Ability to understand and follow safety procedures.

Special Position Requirements

- May be required to work overtime
- May be required to work on weekends
- Must pass a criminal background check
- Must pass a post-offer drug screen

Work Requirements

- Frequently lift and carry up to 30 pounds
- Frequently bend, stoop, squat or twist
- Frequently sit, stand, walk or drive
- Repeatedly grasp, push/pull, or perform other finger and hand manipulations
- Requires handling of average-weight objects up to 30 pounds or standing and/or walking for entire workday
- Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.