



the carpenter group

JOB TITLE: Shipping and Receiving

DEPARTMENT: Shop

REPORTS TO: Shop Supervisor

EFFECTIVE DATE: July 2015

SUMMARY: Responsible for overseeing incoming and outgoing shipping activities to ensure accuracy, completeness, and conditions of shipments.

DUTIES AND RESPONSIBILITIES:

- Determines routing and legal load limits of trucks according to established schedules and weight limits of states.
- Maintains vehicle maintenance report
- Directs movement of shipments from shipping and receiving platform to storage and work areas
- Post weights and shipping charges
- Prepares bills of lading
- Handles inventory control
- Processes all in- and outbound shipments including but not limited to sorting, logging, delivering, packing, and shipping.
- Audits each shipment prior to packing to ensure that goods match order.
- Packs and labels product based on established standards.
- Ensures that proper equipment, manuals, and accessories are shipped with correct order.
- Prepares shipping and receiving documentation; maintains orderly files for all documentation.
- Participates in scheduling of daily transportation.
- 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 area.
- Performs required administrative tasks; prepares all required reports and correspondence.
- Performs other related duties as assigned by management.

QUALIFICATIONS:

- High School or general education degree (GED) or related experience and/or training
- Proficient in inventory, manufacturing, spreadsheet, and word processing software
- Familiarity with shipping 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.

COMPETENCIES:

- **Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Frequently required to stand
- Frequently required to walk.
- Occasionally required to sit.
- Continually required to use hands and fingers.
- Continually required climb, balance, bend, stoop, kneel or crawl.
- Continually required to talk or hear.
- Continually required to lift/push light weights up to 100 pounds
- Specific vision abilities required for this job include: close vision, distance vision, peripheral, depth, and ability to adjust or focus
- Exposure to wet and/or humid conditions

- Exposure to moving mechanical parts
- Exposure to high, precarious places
- Exposure to fumes, airborne particles, or toxic chemicals
- Exposure to outside weather conditions
- Exposure to extreme heat.
- Exposure to extreme cold.
- The noise level in the work environment usually is very loud

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.