



Shipping and Receiving Specialist

Date:	September 7, 2018	Job Family:	Technical/Production
Department:	Supply Chain	Job Group:	Office
Reports to:	Manager of Supply Chain	OT Status:	Non-Exempt
Location:	Monticello, MN	Relocation Available:	No
Openings:	Full Time Day Shift Monday-Friday 8-4:30PM		

Job Summary

The Shipping and Receiving Specialist will ship and receive product for the company providing the proper paperwork according to customer/engineering requirements.

Essential Functions

The primary duties and responsibilities of the Shipping and Receiving Specialist consist of but are not limited to:

- Packaging parts
- Maintain accurate log of shipping data
- Ship and receive products providing proper paperwork according to customer / engineering requirements
- Load and unload freight using proper equipment; pallet jack, fork lift and two-wheeler.
- Continuous walking for a distance of 300 feet at a time
- Stand and / or walk frequently during a workday (between 6-8 hours)
- Continuous use of hands and upper extremities in fine and gross motor manipulation using various wrist positions and grip/pinch spans to operate equipment, push buttons, carry boxes, push carts, etc.
- Frequent forward neck flexion with packaging parts
- Frequent head and neck rotation through full range while operating fork lift
- Frequently lift packaging supplies, boxes and machined parts with weights ranging from 10lbs-25lbs up to 70lbs
- Make occasional deliveries using the company van
- Must be able to meet customer demand requirements for performing visual inspection and/or other product acceptance activities with or without accommodation
- Maintain a safe driving record and adhering to yearly motor vehicle records checks
- Exhibit a working knowledge of health and safety, responsible for safety awareness, while upholding and improving the culture of safety within the organization. Identify opportunities for improvement and take action if appropriate, before a problem occurs. Report potential hazards, unsafe working conditions, unsafe equipment, unsafe acts, and injuries immediately
- Other tasks as assigned

Qualifications

- Minimum Requirements - Graduate of High School
- A minimum of 2 years' experience in shipping and receiving in a manufacturing environment preferred
- Strong computer skills
- Previous ERP systems knowledge
- Forklift experience a plus

Accountabilities

- The Shipping and Receiving Specialist is accountable for inbound and outbound shipments to vendors and customers

Competencies

- Ability to read and comprehend basic operating instructions
- Very strong organizational skills; ability to handle and prioritize multiple tasks and meeting deadlines in a fast-paced environment while taking direction from several sources. Must maintain a high level of accuracy
- Strong sense of urgency
- Excellent attention to detail
- Excellent written and verbal communication skills
- Strong ability to focus on a single task for a long period of time
- Strong hand-eye coordination and dexterity
- Proficient in MS Word, Excel, Power Point and Outlook
- Strong interpersonal skills; ability to work well with people at all levels
- Must be able to both work independently and in a team environment

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