**Shipping and Receiving Technician**

**Position Summary:**

Responsible for the operation and safety of the shipping and receiving dock area. First back up for tool repair located at the company headquarters.

**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, as appropriate.
* 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
* Sweep, use electrical floor scrubber and salt external entrances as needed
* Required to make pick-ups and deliveries to our suppliers for parts and raw materials using a company vehicle
* Perform inventory management of parts, supplies and tools for laboratory
* Ensure tools and equipment are kept clean and in a safe working condition
* Complete other duties as requested
* Driving company vehicle make deliveries and pick-ups at customer sites and drop off locations
* Professional and timely communication to supervisor
* Be responsive to change

**Qualifications:**

* High school graduate
* Must be able to fill out bills of lading and be familiar with various forms that are used and required by the major freight carriers
* Must be capable of estimating weight, and use that information to calculate the cost of shipping
* Must be familiar with proper packaging methods and able to interpret visual aids used to convey specific packaging requirements
* Must be familiar with the most common material handling equipment
* Experience with UPS/FEDEX online software is desirable
* Demonstrated experience working autonomously, handling both physical and mental repetitive tasks, and exposure to detailed material for extended timeframes
* Valid State Driver’s license and clean driving record
* Ability to drive company forklift as required
* Ability to lift 50 lbs. without aid, ability to lift 20 lbs. repeatedly when working in the laboratory, shop or on-site at customer locations, ability to continuously stand 4 hours per day and ability to read colored indicator lights
* Satisfactory background check for compliance with regulations and on-site entry standards enforced at customer sites
* Proficient in Microsoft Office products with strong verbal and written communication skills
* Ability to work overtime as needed
* Ability to work inside a climate controlled laboratory, and on occasion in the outdoors or on the shop floor with varying temperatures

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

April 9, 2018