



REV DATE: 6/1/2018

Job Title: Shipping Technician	Job Grade: 3
Department: Warehouse	Reports To: Inventory Control Supervisor

Position Overview:

A Shipping Technician is responsible for staging, loading, and ensuring that all orders are shipped out correctly and on time.

Essential Job Functions:

- Ensures that all orders processed are accurate and weights are correct for each shipment
- Coordinates with customer service and manufacturing to ensure customer orders are shipped accurately and on time
- Pulls product from storage area and loads directly to carrier's trailer
- Stages LTL CPU shipments in staging area
- Directs movement of shipments from shipping and receiving platform to storage and work areas.

Loading and unloading trucks Primary Objectives:

- Maintain contact with supervisor to know what products are needed to complete orders
- Maintain proper levels of inventory and finished product
- Maintain a high level of accuracy ensuring that shipment quantities and documentation match physical quantities on the trailer

Other Skills/Abilities:

- Must be able to lift 50 lbs. repeatedly
- Must be able to read, write, and comprehend English
- Basic math skills
- Must be able to use a Desk Top Computer
- Must be able to operate a hand-held RF Scanner
- Must be able to drive a forklift, operate chain hoists and slings
- Must be able to follow instructions with minimal supervision
- Maintain a safe and clean work environment.
- Must be able to use and read a weight scale.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other duties as assigned.

Approval:

Date:

HR Approval:

Date:
