



REV DATE: 6/1/2018

<b>Job Title: Shipping Technician</b>	<b>Job Grade: 3</b>
<b>Department: Warehouse</b>	<b>Reports To: Inventory Control Supervisor</b>

**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:

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HR Approval:

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Date:

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Date:

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