



Shipping Associate Job Description

Job Title: Shipping Associate
Department: Logistics
Reports to: Facilities and Logistics Manager
FLSA Status: Hourly - Exempt

Position Summary

Seeking an experienced Shipping Associate that is responsible for preparing outgoing shipments and receiving incoming shipments. Maintain excellent service by following organization standards for quality, and national standards of shipping best-practices.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Organize stock and merchandise within the warehouse and yard by properly unloading and storing goods in their designated location
- Maintain accurate records of products that have been stocked and provide management with an accurate representation of all goods shipped and received
- Verify all incoming shipments to be accurate by comparing the invoice to the order and ensure all goods are in excellent condition
- Monitor and report any missing or lost inventory to management
- Properly pack items to be shipped according to company standards to ensure they arrive in excellent condition
- Organize and sort items on shelving, bins, and yard according to company standards
- Accurately maintain company all stock and warehouse items
- Reliably retrieve items from within the warehouse and yard to be processed and shipped

*EnviroCon Systems, Inc., an environmental service company, is committed to providing **high quality and innovative containment solutions** dedicated to a strong culture of **best safety work practices** and **outstanding service** with **integrity, loyalty, and meticulous attention to detail** for our **customers, employees, and investors.***

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Core Values

The Shipping Associate must demonstrate the following core values:

Safety Conscious: We maintain a strong culture of safe work best practices to protect our employees and customers.

Outstanding Service: We go the extra mile to exceed expectations in every job we do.

Loyalty: We are dedicated, reliable, dependable, and take pride in our work.

Integrity: We do the right thing, even when no one is looking.

Detail Oriented: We care about doing our jobs professionally with the highest quality.

Qualifications

- Ability to lift up to 50 pounds, as many warehouse items are cumbersome and heavy
- Ability to maintain a high level of physicality for prolonged periods and working primarily standing
- Experience working in a fast-paced environment while maintaining attention to detail
- Interpersonal skills are essential, as working as a team is vital to maintaining and organized warehouse
- Experience with software such as SAP and other company programs a plus
- Experience using a forklift and professional forklift certification strongly preferred. Ability to operate a lull a plus
- Typing and record keeping skills necessary to provide accurate information for managers and supervisors regarding warehouse inventory
- Ability to problem solve quickly and prioritize daily tasks according to their importance
- Customer service mentality is beneficial to ensure a positive customer experience by shipping items to a high standard

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Experience: At least 2 years of experience in industrial manufacturing and/or distribution.

Language Ability: Excellent customer service and communication skills, both verbal and written. Outstanding organizational skills are required. Ability to read and interpret documents such as safety rules, operating and maintenance procedures,

Reasoning Ability: Ability to apply logical thought processes to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in various, and sometimes ambiguous situations.

Computer Skills: To perform this job successfully, an individual should have knowledge of MS Office, CRMs, and familiarity with SAP Business One.

Certificates and Licenses: Professional forklift certification

Physical Demands

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.

The employee must frequently lift and/or move up to fifty pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this Job, the employee is regularly required to stand, talk, and hear. The employee is frequently required to walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is also required to sit; climb or balance and stoop, kneel, crouch, or crawl.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Acknowledged: Employee Signature

Date

Print: Employee Name

Acknowledged: Supervisor/Manager Signature

Date