



<b>Job title</b>	Shipping Associate
<b>Reports to</b>	Shipping Department Supervisor

### **Summary**

Under the direction of the Shipping Department Supervisor, the Shipping Associate performs a variety of shipping tasks.

### **Duties and responsibilities**

- Works off of pick tickets to pick and prepare product for shipment
- Utilizes company computer to process items
- Pulls product from Warehouse using FIFO (First In, First Out) process
- Palletizes product for shipment
- Runs shipments through UPS System
- Loads pallets onto trucks
- Makes deliveries of product utilizing company vehicle
- Complies with job safety practices, policies, and procedures as specified in the plant and corporate directives for safe performance of work assignment.
- Maintains ISO 9001 procedures and work instructions.
- May maintain department database, prepare routine reports, and file shipping/ receiving records.
- Ensures that incoming and outgoing materials are in good condition.
- Follows appropriate standard operating procedures (SOPs) as guideline for operating and maintaining equipment.
- Maintain the work area and equipment in a clean and orderly condition.
- Forklift Trained
- May use pallet jack
- Will have a need to use ladders
- Other duties as assigned.

### **Competencies**

- Must have a valid driver license
- Two or more years in a fast paced environment preferred
- Time Management skills
- Good Organizational Skills
- Attention to detail
- Ability to lift and manipulate objects.
- Ability to receive, track and distribute materials.
- Excellent oral and written communications skills.
- Ability to detect problems and report information to appropriate personnel.
- Dependability –the individual is consistently at work and on time, responds to management direction and solicits feedback to improve performance.
- Adaptability- the individual adapts to changes in work environment with ability to deal with frequent change, delays or unexpected events.
- Ability to interface effectively with all levels of staff.
- Must be able to read, write, and communicate using the English language.

**Working conditions**

- May be requested to work overtime or weekends for special program events or deadlines.
- The noise level in the work environment may be loud.

**Physical requirements**

- The physical environment requires the employee to work both inside and outside in heat/ cold, wet/ humid conditions.
- Must be able to lift (light to moderate lifting required)

**PHYSICAL DEMANDS ANALYSIS**

**POSITION: SHIPPING ASSOCIATE**

The physical requirements of the job have been identified below:

N:	Never (0% of the time)	F:	Frequently (34% - 66% or 2.5 – 5.5 hrs./day)
O:	Occasionally (1 – 33% or 2.5 hrs/day)	C:	Constantly (67 – 100% or 5.5 hrs/day)

Activity	N	O	F	C	Activity	N	O	F	C
Sitting		x			Bending at Waist			X	
Standing			X		Squatting			X	
Walking			X		Kneeling/Crouch		X		
Driving Auto or Standard			X		Climbing (Stairs or Ladders)			X	
Extreme Environmental Conditions			X	X	Crawling	X			
<b>Pushing/Pulling</b>					<b>Lifting/Carrying</b>				
10 lbs. or less				X	10 lbs. or less				X
11 – 20 lbs.			X		11 – 20 lbs.			X	
21 – 50 lbs		X			21 – 50 lbs.		X		
51 – 100 lbs.	X				51 – 100 lbs.	X			

Indicates B = Both, R = Right, L = Left	B	R	L
Use of upper extremities	X		
Foot Controls			
Handling/Grasping	X		
Keying/Typing			
Reaching Above Shoulder			