



**Position:** Shipping & Receiving Specialist **Date:** August 3, 2017

**Reports To:** Manager, Inventory Control & Operations Logistics

### **Skill Requirements:**

- High School Diploma or equivalent
- Basic math skills,
- Strong problem solving ability
- A minimum of six months experience with forklift operation with required forklift certification Strong written and oral communication ability
- A strong mechanical aptitude
- Basic woodworking skills and knowledge/experience in operation of woodworking tools
- Basic experience with use of MS Office package including word and excel
- Ability to work effectively in a team environment and meet deadlines
- Ability to multi-task
- Ability to work independently on projects
- Some heavy lifting is required (50# daily, 75#+ occasionally)

**Position Overview:** The main responsibility will be to assist in the warehouse with receiving and fulfillment of equipment and parts orders. Readyng product and parts for shipment including building wood crates as needed.

### **Responsibilities:**

- Parts and Product order fulfilment – all brands (fulfillment, packing, shipping, paperwork completion)
- Inspection of products received for noticeable damage or quality issues
- Stocking inventory shelves with incoming equipment and parts receipts
- Forklift operation
- Basic forklift maintenance
- Stage machine orders for shipment
- Load/Unload trailers and containers
- Crate and uncrate machines, both cardboard and wood slat crated
- Inventory verification, and warehouse organization
- Basic parts repair
- Basic machine modifications
- Participate in semi-annual physical inventory machine counts and weekly cycle count
- General clerical duties (photocopying, faxing, errands, etc.)
- Cleaning (includes maintenance of showroom floor and warehouse)
- Minor building maintenance (changing light bulbs, snow shoveling, empty garbage bins, etc.)
- Other duties as assigned
- Strict confidentiality on all company matters