

Shipping / Driver job description

- Pull and count product from Finished Goods using MRP System.
- Process shipping documents and labels using MRP system
- Process shipments using UPS and Fed Ex
- Follow pack instructions to safely ship assemblies to customer, includes creating pack instructions for new assemblies
- Driver with a valid driver license and clean driving record, who is comfortable driving on highways and turnpikes
- Maintain assigned work area in an organized and safe manner
- Help in other stockroom departments if needed, such as Receiving, Kitting, Parts pulling for production, and Component Prep

Skills for Shipping / Driver

- Strong organizational skills
- Detail oriented
- Proficient with numbers
- Work independently and with a team
- Can lift packages up to 25 lbs.
- 1-2+ years computer skills using Microsoft Office programs
- 1-2+ years using an ERP/MRP system for inventory control