

**Joining Technologies, Inc.**

**Job Description**

**Job Title: Shipping Associate**

**Reports To: Quality Control Supervisor**

**Department: Shipping**

**FLSA Status: Non-Exempt**

**Summary:** Responsible for all facets of Shipping Department duties and support Receiving when necessary.

**Duties and Responsibilities** include the following.

1. Close work orders through manufacturing software and update shipping step on customer process sheet as needed
2. Package customer parts securely for shipment
3. Make arrangments for for freight shipments (UPS, FEDEX. Etc.)
4. Pick-up and/or deliver customer product using company van
5. Assist Receiving Department in unloading deliveries
6. Complete requisition forms to order shipping supplies.
7. Organize warehouse and work area for orderliness at all times.
8. Ensure work area is accessible and safe for employee and customer traffic
9. Sweep, dust, and warehouse as needed
10. Breakdown excess packaging material
11. Wear the proper safety equipment.

**\*The duties and responsibilities as described above may be supplemented by other duties needed to help drive to our organization’s Vision and Core Values.**

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Ability:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Math Ability:**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of word processing software, spreadsheet software, manufacturing software, 2+ yrs experience with FedEx, and UPS software.

**Education/Experience:**

High school diploma or general education degree (GED); or one to two years related experience and/or training; or equivalent combination of education and experience.

**Certificates and Licenses: Equipment:**

* Fork lift operator Forklift /Wave-motorized lift
* Valid driver's license Pallet jack

**Knowledge, Skills and Other Abilities:**

* Communication proficiency
* Organizational skills
* Mathematical skills
* Technical capacity
* Thoroughness
* Time management

**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.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands, reach with hands and arms, and talk or hear. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include peripheral vision, and depth perception.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to work near moving mechanical parts, work in high, precarious places, and outdoor weather conditions.

***Equal Opportunity Employer****It is Joining Technologies’ policy to provide equal employment opportunity for all qualified employees and applicants without regard to race/color, religion, age, sex (including pregnancy), national origin, disability, veteran status, marital status, genetic information, or other characteristic protected by law.*