

Shipping Order Selector

PROGRESSIVE PAY SCALE BASED ON EXPERIENCE AND INITIAL PERFORMANCE

Position Type/Expected Hours of Work

Shipping Order Selector is a full-time position. Days and hours of work are Monday through Thursday, 7:00 p.m. to 5:30 a.m.

Competitive Benefits:

- Retirement plan with match
- Medical
- Dental
- Vision
- Company paid Life and AD&D
- Paid Holidays
- Personal Days

Summary/Objective

Shipping Order Selector position loads and unloads trucks of raw material, finished goods, in process parts, scrap and pallets. This position is also responsible for general warehousing of material and products.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Shipping Order Selector Maintains inventory by identifying, labeling, and placing materials and supplies in stock; recording location of inventory.
2. Shipping Order Selector Locates materials and supplies by pulling and verifying materials and supplies listed on production orders.
3. Shipping Order Selector Moves materials and items from receiving or storage areas to shipping or to other designated areas.
4. Shipping Order Selector Sorts and place materials or items on racks, shelves, pallets or in staging bins according to predetermined sequence such as size, type, style, color or product code.
5. Shipping Order Selector Files requisitions, work orders or requests for materials, tools or other stock items and distribute items to shipping or to designated route driver storage area.

6. Shipping Order Selector Ensures warehouse stays in an accessible and safe environment.
7. Shipping Order Selector Opens bales, crates and other containers.
8. Shipping Order Selector Records amounts of materials or items received or distributed via appropriate computer program. 9. Load and unload trucks on a daily basis.
10. Shipping Order Selector Sweeps, dust and mop. Organize warehouse and work area for orderliness at all times.
11. Shipping Order Selector Wears the proper safety equipment.
12. Shipping Order Selector Operates equipment and systems frequently such as forklift and operate some equipment rarely such as crane.

Competencies Of a Shipping Order Selector

1. Communication Proficiency.
2. Thoroughness.
3. Time Management.
4. Attention to detail.
5. Multitasking.

Supervisory Responsibility

This position has no direct supervisory responsibilities.

Work Environment

This position works in a warehouse setting, with some outdoor exposure during the workday. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines, and standard warehouse equipment such as hand trucks, tow motors, stock pickers, box cutters and tape dispensers.

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; and stoop, kneel, crouch or crawl. The employee is occasionally required to sit

and climb or balance. The employee must regularly lift and/or move objects up to 75 pounds on a daily basis. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Travel

No travel is expected for this position.

Required Education and Experience

1. High school diploma or GED, or equivalent years of experience.

Preferred Education and Experience

1. High school diploma or GED, or equivalent years of experience.
2. One year of prior warehouse experience.

Additional Eligibility Qualifications

Forklift Operator License (will certify/train in house)

AAP/EEO Statement

Jet Stream International provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Jet Stream International complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Jet Stream International expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Jet Stream International's employees to perform their job duties may result in discipline up to and including discharge.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

****Please submit applications if possible on Indeed.com with Jet Stream International.****

