



OW0085

09/2019

Job Title: **Shipping/ Material Handling**

Shift: 2nd

Department: Shipping

Location: Owatonna

Reports To: Warehouse Supervisor

FLSA Status: Hourly

2nd shift hours: Monday-Friday, 3:00-11:00pm with \$.75/hr shift premium

Position Purpose

- Coordinate shipping and warehouse activities for the day to day activities necessary to ensure on- time delivery objectives are met.

Essential Duties & Responsibilities

- Gather, review, and sort daily orders by ship date. Prioritize duties with help from Supervisor
- Pulling, dispersal, and receiving of components to assemblers to produce finished product necessary to fill customer orders
- Coordinate with all departments to ensure customer orders are shipped in a timely manner
- Match product and customer orders to ensure proper quantities and labeling
- Prepare UPS/FedEx/LTL & truckload shipments according to customer requirements
- Monitor and print expedite orders throughout the day
- Produce copies of paperwork where necessary
- Pulling of finished goods inventory to fill customer orders
- Assist with inventory activities including cycle counting process
- Accountable for scanning receiving documents, stocking and handling of raw materials, components, and finished goods into warehouse
- Print daily pick tickets
- Accountable for picking, shipping, service and quality

Knowledge / Skills / Abilities

- Accuracy of information and ability to follow a process through to completion
- Knowledgeable of systems and processes and ability to learn necessary computer skills
- Able to move pallets, load trucks, and move other items safely throughout plant as necessary
- Able to lift 40 lbs consistently and occasionally up to 50 lbs
- Addition, subtraction and multiplication of basic numbers
- Ability to read work instructions, carton labels, etc., necessary in day to day operations
- Ability to prioritize and organize daily shipments

Qualifications / Prior Experience

- At least one year of forklift experience required
- Scan gun knowledge required
- At least one year of previous shipping experience
- Must be at least 18 years old

Work Environment / Other Requirements

- The work performed is conducted in a climate-controlled facility with moderate noise levels that are within permissible OSHA limits
- Must wear PPE as required.