



SF0045  
08/23/2019

Job Title: **Shipping/Receiving**

Shift: 2

Department: Operations

Location: Sioux Falls

Reports To: Production Supervisor

FLSA Status: Non-Exempt

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### Position Purpose

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

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### Essential Duties & Responsibilities

- Accountable for scanning receiving documents, stocking, and the handling of raw materials, components, and finished goods into warehouse.
- 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 shipments according to customer requirements
- Assist with inventory activities including cycle counting process

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### 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 50 lbs consistently
- Addition, subtraction, and multiplication of basic numbers
- Basic computer skills
- Ability to read work instructions, carton labels, etc., necessary in day to day operations
- Ability to prioritize and organize daily shipments

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### Qualifications / Prior Experience

- Be capable of obtaining forklift certification

## Work Environment / Other Requirements

- Eye protection required
- High Visibility Shirts
- The work performed is conducted in a climate-controlled facility with moderate noise levels that are within OSHA limits

Hours:

M-H 1pm-10:30pm

F 1pm-5:30pm