



SHIPPING & RECEIVING ASSOCIATE

DIVISION:	US Foundry	JOB CODE:	4523
LOCATION:	Aurora	JOB FUNCTION:	Warehousing & Distribution
DEPARTMENT:	Warehousing/Distribution	FLSA STATUS:	Nonexempt
REPORTS To:	Production/Warehouse Supervisor	EFFECTIVE DATE:	12/12/24

JOB SUMMARY

Handle shipping and receiving of materials, ensuring verification and recording of all records for incoming and outgoing shipments.

QUALIFICATIONS

Education/Experience

One (1) year of warehousing/receiving operations experience; or equivalent combination of education and experience, preferred.

Prior experience with shipping/receiving and inventory control modules within an ERP system (Visual), a plus.

Knowledge/Skills/Abilities

Technical Skills. Ability to read and interpret orders, shipping instructions and simple blueprints. Proficiency with performing tasks with precision and manual dexterity, and ability to use hand operated and power tools, including steel cutters, radial arm saw, circular saw, weigh scales, and foam packing and banding equipment. Ability to obtain and maintain forklift certification.

Core People Skills. Ability to positively interact and work collaboratively with a diverse group of people at all levels of the organization. Genuine with high ethical standards and values and personal integrity and honesty. Ability to apply a large measure of common sense to a variety of situations.

Communication Skills. Ability to speak clearly and persuasively in positive or negative situations, listen and obtain clarification and respond well to questions. Proficiency in writing clearly and concisely and editing work for spelling and grammar. Ability to vary writing style to meet business needs.

Computer/Applications Skills. Basic computer skills and ability to use a variety of software applications systems to access material, record labor hours and access ADP Employee Self Service. Ability to learn and utilize an ERP system for shipping/receiving and inventory control functions.

Core Business Skills. Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Ability to work independently, without significant direction and to use resources effectively. Strong critical thinking skills, judgment and keen attention to detail and accuracy. Exceptional prioritization, time management and organizational skills. Ability to develop functional and technical skills which guarantee a high level of accomplishment. Ability to achieve hourly production requirements.

Professional Investment. Demonstrated commitment to own personal professional development. Willingness and ability to be cross trained in other department(s).

Flexibility. Ability to work outside of standard schedule to meet department expectations and deadlines.



ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Safely and efficiently perform shipping and receiving functions, including:
 - a) Handling materials manually or with hoists, slings, forklifts, and other industrial equipment, if needed.
 - b) Gathering parts from warehouse inventory, as needed, and per bill of material.
 - c) Accurately weighing, marking, and packaging all outgoing shipments to ensure safe transport and to mitigate any potential damage or delay in the shipping process.
 - d) Ensuring materials are transferred accurately and timely to required workstation(s) and/or production work areas, and verifying part numbers and quantities for inventory management purposes.
 - e) Fabricating shipping crates, pallets, and boxes per provided specifications.
 - f) Maintaining the finished products storage area to ensure inventory readiness and ease of pulling product for shipping preparation and distribution.
 - g) Proactively working with appropriate parties regarding daily schedule and order requirements.
2. Ensure accurate and timely receiving and recording of materials by validating deliveries against purchase orders, and promptly inputting materials received into the assigned storage location in Visual (ERP).
3. Correctly and legibly complete and/or maintain all required documentation related to shipping and receiving functions.
4. Perform cycle counts, as needed, to ensure inventory accuracy and identify discrepancies and process breakdowns; communicate issues promptly to supervisor.
5. Continuously maintain a safe, clean, and organized work area.
6. Actively engage and participate in cross-training to support other warehouse department functions.
7. Promote positive Team Member and customer relations by supporting Pyrotek's commitment to a working environment of tolerance, acceptance, and civility. Respond appropriately to inquiries, concerns, and complaints by being professional, courteous, and respectful at all times.
8. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required, to achieve internal and external customer satisfaction.
9. Actively and positively participate in problem resolution, demonstrating constructive communication, timely response, and effective resolution skills. Work effectively within team environments both in your department and across the organization.
10. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
11. Actively support compliance with all relevant ISO management system standards by establishing, implementing, maintaining, and/or controlling processes and planned changes to identify and manage environmental aspects, impacts, risks, opportunities, and compliance to achieve continuous improvement and prevent adverse effects and emergencies. Consider environmental impacts associated with transportation or delivery.
12. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
13. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
14. Perform other tasks as assigned.



PHYSICAL/SENSORY REQUIREMENTS

The following physical activities described here are representative of those required by a Team Member to perform the essential functions of this position. Reasonable accommodation, if feasible, will be made to enable individuals with disabilities to perform the functions of position.

While performing the functions of this position, the Team Member is continuously required to talk or hear; regularly required to stand, walk, use stairs, bend and reach, use hands and fingers to grasp, handle and feel. Frequently lift material weighing up to 40 pounds. Occasionally team lift, maneuver/handle material weighing up to 100 pounds. Communicate effectively in English by telephone, in person and in writing. Effectively use a personal computer, basic calculator, and telephone. Specific vision abilities require both up close and distant sight abilities.

WORKING ENVIRONMENT

While performing the essential responsibilities of this position, Team Member generally will work in a manufacturing environment with frequent exposure to loud noise, moving mechanical parts, and fumes or airborne particles. Periodic exposure to outdoor environment through open doors. PPE (Personal Protective Equipment) such as approved footwear, respirators, safety glasses/goggles, may be required.

Team Member's Signature

Date