



SHIPPING SPECIALIST

DEPARTMENT:	Warehousing/Distribution	REPORTS TO:	
DIVISION:		FLSA STATUS:	Nonexempt
JOB CODE:	4514	EFFECTIVE DATE:	10/02/24

JOB SUMMARY

Perform safe and efficient picking, preparation, packaging, and transportation of products for customer shipments. Reference packing list/bill of lading to verify the accuracy of incoming and outgoing shipments and orders, and document damages and discrepancies for future reimbursement and reconciliation.

QUALIFICATIONS

Education/Experience

High School Diploma or General Education Development (GED) / Test Assessing Secondary Completion (TASC), plus one (1) year in a manufacturing warehouse or shipping environment, preferred, or equivalent combination of education and experiences.

Knowledge/Skills/Abilities

Technical Skills. Ability to use hoists, and various hand and power tools such as band and circular saws, weigh scales, foam generating equipment and banding equipment. Ability to read and interpret simple blueprints. Ability to obtain and maintain forklift certification and other industrial equipment certification(s), as needed.

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.

Computer/Applications Skills. Working knowledge of Microsoft Office Products, including Word, Excel and PowerPoint. Ability to operate electronic weight, printing and computing equipment including bar code scanners.

Core Business Skills. Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Ability to work independently and to use resources effectively to “figure it out”. Ability to add, subtract, multiply and divide numbers. Ability to perform mathematical skills in the form of measurement and other work material calculations utilizing a calculator. Ability to read and understand documents such as work orders, policy manuals, safety rules, operating and maintenance instructions, and procedure manuals.

Professional Investment. Demonstrated commitment to own personal professional development and learning.



ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Safely, expeditiously, and accurately transport products by,
 - a) Using material handling equipment (e.g. forklift and/or pallet jack) to move materials and shipments to and from workstations and shipping area.
 - b) Loading and unloading materials onto or from trucks, pallets, trays, racks, and shelves; assist outside truckers to properly load cargo.
2. Accurately examine job packet, order information, and shipping documents to ensure:
 - a) Items are prepped properly for cargo through inspection, weighing, measuring, and counting.
 - b) Parts for shipment are securely stored using a variety of different types of packaging and packaging machines.
 - c) Package contents are verified, complete and meet company quality standards.
 - d) Count and part numbers of items are verified prior to packaging.
 - e) Incoming and outgoing freight is verified and documented against packing list/bills of lading.
 - f) Incoming and outgoing warehouse parts are subject to a visual quality check.
3. Efficiently build pallets and crates using hand and power tools as needed for specific orders ensuring wrap and labels for packages are correct as indicated on the work order.
4. Accurately maintain inventory levels by transferring and transacting products in real time using the bar code scanning system.
5. Ensure timely communication with the Warehouse Supervisor to advise of status changes that affect order commitments.
6. Properly operate fork trucks, overhead crane, electric pallet jack and other industrial vehicles, as needed, and adhere to training requirements to ensure a safe working environment and uncompromised materials/products.
7. Assist with shipping/storage projects as directed, including but not limited to, performing bench and floor work, setting up and/or adjusting fixture equipment, completing workorder kits, and performing cycle counts and inventory management tasks.
8. Operate tools and equipment as instructed, and only as intended by the manufacturer. Ensure tools and other items are safely and properly stored.
9. Continuously maintain a safe, clean and organized work area. Regularly perform housekeeping tasks.
10. 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.
11. Maintain regular, consistent, reliable, punctual and predictable attendance, as required to achieve internal and external customer satisfaction.
12. Actively and positively participate in problem resolution, demonstrating constructive communication, timely response and effective resolution skills. Work effectively within team environments both within your department and across the organization.
13. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.



- 14. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
- 15. Consistently promote and communicate Pyrotek’s core values through work performance and excellent customer service.
- 16. 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 duties of this job, the Team Member is regularly required to talk, hear, and see and effectively use a personal computer, office equipment and telephone. Team Member must be able to stand and walk for long periods of time, kneel, crouch, and bend, occasionally climb stairs, use hands and fingers to handle, grasp or feel, and reach in various angles with hands or arms. Must frequently lift and/or move items up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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

Manager’s Signature

Date