



SHIPPING SPECIALIST

DEPARTMENT:	Warehousing/Distribution	REPORTS TO:	Shipping & Receiving Supervisor
DIVISION:	Cortland	FLSA STATUS:	Non-exempt
JOB CODE:	4514	EFFECTIVE DATE:	July 10, 2024

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

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. Ability to read words and recognize similarities and differences between words and between series of numbers. Ability to read and understand documents such as work orders, policy manuals, safety rules, operating and maintenance instructions, and procedure manuals.

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 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.

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 licensing/certification to operate forklift, or other equipment as needed. Ability to complete NYS Hazmat DOT training.

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

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Safely, expeditiously, and accurately transport products:
 - a. To/from work site or shipping areas using material handling equipment such as a forklift or pallet jack.

- b. Load and unload 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, including efficiently operating RanPak, InstaPak and other 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. Safely operate fork trucks, overhead crane, electric pallet jack and other industrial vehicles for which training has been completed and qualification achieved and maintained through the daily checklist. Operate tools and equipment as instructed and only as intended by the manufacturer. Ensure tools and other items are safely and properly stored.
7. Under instruction from Warehouse Supervisor, assist with storage/shipping projects as needed; to include:
 - a. Performs bench and floor work as assigned to assemble, construct, build and repair parts for, degassing equipment, metal pumps and similar units.
 - b. Set up or adjust fixture equipment as appropriate to assemble parts.
 - c. Complete workorder kits for production and point of use deliveries.
 - d. Perform cycle counts and monitor inventory levels.
8. Maintain a clean and organized work area. Perform housekeeping tasks regularly.
9. Promote positive employee 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.
10. Maintain regular, consistent, reliable, punctual and predictable attendance, as required to achieve internal and external customer satisfaction.
11. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
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. Work effectively within team environments both within your department and across the organization.
15. Perform related work and other job assignments as required.



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. This position is very active and requires standing, walking, using stairs, bending, reaching and repetitive hand movements to build and move shipping containers. The Team Member 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. Team Members performing this job must be able to wear protective or safety equipment such as safety shoes, glasses, gloves, hearing protection, and a respirator as needed.

WORKING ENVIRONMENT

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts such as overhead cranes, vibration and moving vehicles. The noise level in the work environment and job sites can be loud.

Team Member Signature

Date

Manager's Signature

Date