



## SHIPPING SPECIALIST

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DEPARTMENT:	Warehousing/Distribution	REPORTS TO:	Shipping & Receiving Supervisor
DIVISION:	Cortland	FLSA STATUS:	Non-exempt
JOB CODE:	4514	EFFECTIVE DATE:	June 3, 2019

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### JOB SUMMARY

Facilitate the safe and efficient picking, kitting, preparation, packaging and transportation of product for shipment to our customers.

### QUALIFICATIONS

#### Education/Experience

High School Diploma or General Education Development (GED) / Test Assessing Secondary Completion (TASC), or equivalent combination of education and life experiences. Minimum one (1) year experience in one or more of the following areas preferred: warehousing, shipping, fulfilling daily order demands. Must able to meet NYS DOT licensing qualifications.

#### 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. Ability to clock into and out of jobs via computer terminals, perform computerized transactions, and use barcode scanners to transact movement of inventory.

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". Exceptional prioritization, time management and organizational skills. Ability to read and understand basic drawings and work instructions. 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.

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

### ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Transport products to/from work site or shipping areas using material handling equipment.
2. Examine job packet, order information and shipping documents. Inspect, weigh, measure, count prepared cargo. Verify package is complete. that company quality standards are met.
3. Build pallets and crates using hand and power tools. Wrap and label packages as indicated on work order.



4. Prepare shipping transaction and documents. Take photos and complete required records.
5. Load and unload materials onto or from trucks, pallets, trays, racks, and shelves. Assist outside truckers to properly load cargo.
6. Maintain and monitor accurate inventory levels.
7. For international shipments determine proper materials, log and stamp lumber as required.
8. Safely operate fork trucks, overhead crane, electric pallet jack and other industrial vehicles for which training has been completed and qualification achieved and maintained.
9. Work safe; operate tools and equipment as instructed and only as intended by the manufacturer. Ensure tools and other items are safely and properly stored.
10. Maintain records as needed by the department (paperwork and computer transactions).
11. Maintain a clean and organized work area. Perform housekeeping tasks regularly.
12. 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.
13. Maintain regular, consistent, reliable, punctual and predictable attendance, as required to achieve internal and external customer satisfaction.
14. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
15. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
16. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
17. Work effectively within team environments both within your department and across the organization.
18. Perform related work and other job assignments as required.

## **PHYSICAL/SENSORY REQUIREMENTS**

*The following physical activities described here are representative of those required by an employee 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 employee is regularly required to talk, hear, and see. This position is very active and requires standing, walking, bending, and repetitive hand movements to build and move shipping containers. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities



required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Employees 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.

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Employee

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Employee's Signature

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Date

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Shipping & Receiving Supervisor

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Shipping & Receiving Supervisor Signature

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Date