

WAREHOUSE SHIPPING SPECIALIST

CAVU Group

Dayton, Ohio Area

SUMMARY:

Provide warehouse, logistic and shipping support for all products moving in and out of the company in a timely and cost-effective manner. This includes raw material, supplies, equipment, and finish goods. Manage operations to ensure the warehouse and shipping functions are executed in accordance with work instructions and company policy that meets or exceeds safety, quality, delivery & cost objectives.

PRIMARY RESPONSIBILITIES:

Establish, maintain, and promote high standards of customer service.

Be an active team member on making improvements to the assigned KPI's; Safety, Quality, Production, On-Time Delivery, Cost, and Employee Development.

Determines method of shipment, utilizing knowledge of shipping procedures, routes, and rates.

Contacts common carriers to arrange pick up for shipments.

Prepare orders (product & paperwork) for domestic and international shipments per shipping instructions.

Receive incoming product, unloading, place items in proper storage location, enter receipt into SAGE, file and distribute paperwork, all in a timely matter.

Examines incoming shipments, rejects damaged items, records shortages, and corresponds with shipper to rectify damages and shortages.

Route items to departments.

Compares information and counts, weighs, or measures items of incoming and outgoing shipments to verify information against bills of lading, invoices, orders, or other records.

Check items to be shipped against sales orders to ascertain those quantities and descriptions are correct.

Stage finished product for loading.

Verifies and keeps records on incoming and outgoing shipments.

Packing/unpacking materials; weighing and placing proper postage on packages or cartons. Affixes shipping labels on packed cartons, assembles cardboard containers or selects preassembled containers.

Inserts items into containers, fillers, and protective padding.

Posts weights and shipping charges, and affixes postage.

Loading and unloading trucks, order picking, wrapping products, packing, labeling shipping and receiving.

Manage inventory accuracy through monitoring of daily warehouse activities, cycle counts, stock takes and audit of same to verify results.

Maintains inventory of shipping materials and supplies.

Implement cost reduction principle in all aspects of warehouse & shipping transactions and activities objectives.

Ensure that workplace's health and safety requirements are met and take responsibility for the security of the building and stock.

Maintain housekeeping of warehouse and surrounding area.

Operate lift truck or use hand-truck to move, convey, or hoist shipments from shipping-and-receiving platform to storage or work area.

Direct others in preparing outgoing and receiving incoming shipments.

Responsible for continuously expanding and updating professional knowledge and honing training skills in order to enhance individual and team innovation and productivity.

Follow and implement the Continuous Improvement Model.

Maintain experience working within policies & procedures, and understanding of compliance, in relation to regulatory bodies' legislation including Custom, LTL, ISO, FDA programs.

Complies with the work rules and standards set forth in the Employee Handbook.

Ability to follow work rules, work independently, be flexible and be willing to perform variety of jobs.

Accomplish special projects and other assignments/duties as required by management.

KNOWLEDGE AND SKILL REQUIREMENT:

Successful characteristics include being detail oriented, self-motivated, organized, creative and with good leadership skills. The candidate must be able to communicate effectively with customer, suppliers and co-workers in both a written and verbal format. The candidate must possess excellent time management skills to manage high volume in a fast-paced environment is required. The candidate has to have the ability to work well with all departments within the company in order to be effective. And be proficient in MS Applications, particularly Word & Excel. The position reports into the Plant Manager.

WORKING CONDITIONS:

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; balance; stoop; kneel; crouch or crawl; talk or hear. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and identify colors (green, brown, blue). Some mandatory overtime may be required.