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| --- | --- | --- | --- | --- | --- |
| Job Code |  | **EE Type** | Hourly | **FLSA** |  |
| **Location** | AMICO | **Department** | Manufacturing |  |  |
| **Reports to** | Production and Shipping Manager | **Dotted Line Report** | Plant Manager |  |  |

**Position Summary**

Responsible for the shipping and receiving functions.

**Primary Accountabilities** (Essential duties:)

* Responsible for the overall integrity and accuracy of all incoming and shipped product.
* Identification and inspection of all incoming material and / or products.
* Supervises all shipping and receiving employees.
* Reviews all paperwork received for discrepancies.
* Maintains all received raw material in accordance to written procedure.
* Assists office and shop personnel on material identification, location, and handling.
* Housekeeping, specifically warehouse, coil bay and yard.
* Assist any and all personnel in the completion of any job / sales order.
* Shipping, receiving, and storage of all finished goods and supplies (i.e., keep all products and supplies in their designated places and organized)
* Uses the yard dog to move and back in trailers including Ryder trailers and/or scrap trailers.
* Conducting physical count of all finished goods inventory on a regular basis
* Ensure all inbound and outbound shipments are properly processed (i.e., checking trucks off, taking pictures of the load, put receiving paperwork in the receiving tray, make sure the shipping paperwork is properly signed, dated, and put in the proper tray in the shipping office)
* Ensure proper palletizing, crating, banding, and labeling of products and ensure weight limits are not exceeded on loads
* Inspect and verify shipments for correct count and back orders
* Assist manager in keeping all transportation costs and operative costs to a minimum (i.e., keeping material damage to a minimum, loading trucks correctly and efficiently, etc.)
* Ensure proper maintenance and cleanliness of warehouse, office, and equipment (this includes daily crane and forklift inspections)
* Keep familiar with all company policies, safety policies, procedures, and company products

**Secondary Accountabilities**

In addition to the primary accountabilities listed above, individuals may perform other duties as assigned.

**Supervisory Responsibilities**

Directly Leads non-supervisory employees. Carries out Lead Man responsibilities in accordance with the organization’s policies, Union Contract, and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; informing manager of rewarding and disciplining employees; addressing complaints and resolving problems.

**Position Qualifications** To perform this job successfully, an individual must be able to perform each primary accountability satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Additionally, the physical demands and the work environment typically encountered are listed below. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

**Education / Experience** (an equivalent combination of education and experience required to successfully complete the primary accountabilities is indicated below)

Years of Experience: 1 – 5 years related experience and/or training

An equivalent combination of education and experience may be considered.

**Competencies / Technical Skills**

Core Competencies : Fostering Teamwork; Managing Performance; Building Collaborative Relationships; Customer Orientation; Result Orientation; Personal Credibility

Organizational Competencies: Initiative; Developing Others; Influencing Others

Technical Skills: Microsoft Applications; expertise in Excel and other data management tools as well as PowerPoint

**Licenses / Certifications**

None

**Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit, talk and listen. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**Work Conditions**

Environment: Plant Travel: None

The work environment characteristics described her are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Employee Acknowledgement**

I have read and understand all of the above. I have reviewed the accountabilities for which I am responsible, as well as the minimum requirements of this position with my Supervisor or Human Resources. I understand that this document does not create an employment contract and that I am employed on an “at will” basis. In addition, I understand that it is my responsibility to regularly review (at least annually) the Accountabilities and Qualifications listed above as they will be utilized, in conjunction with other information, in the determination of salary grades, setting performance objectives, establishing training and development needs as well as other Human Resource activities.

Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_

Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_