



**POSITION TITLE: SHIPPING/RECEIVING WAREHOUSE  
ASSOCIATE – GREEN BAY**

**PREPARED BY: HUMAN RESOURCES**

**DATE: MAY 8, 2023**

**REPORTS TO: WAREHOUSE SUPERVISOR**

**JOB SUMMARY AND PURPOSE:**

This position is responsible for pulling, packing, and shipping orders. Other responsibilities include maintaining overstock inventory, adding finished parts to ERP, cycle counts and incoming receiving duties. This position will also assist in other areas of the department as needed such as material handling and cutting.

**FUNCTIONS AND RESPONSIBILITIES:**

- Pull, pack and ship manufacturing and distribution orders per shipper paperwork – including package and LTL shipments.
- Remove orders from production schedule and add finished parts to ERP system.
- Operate forklift to move material.
- Load/unload LTL shipments.
- Inspect and verify that incoming shipments are correct and received in ERP system.
- Assist customers in remnant/retail area and with customer pickups.
- Process cut orders in ERP system.
- Enter shipments in ERP system to generate packing slips.
- Communicate any issues to Lead or Supervisor.
- Maintain inventory of supplies and materials.
- Maintain clean and organized work area.
- Assist with pulling orders and staging for saw area as needed.
- Operate saw to cut material per specifications on an as needed basis.

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the facility is usually moderate.

The employee is routinely required to stand and walk. The employee is frequently required to reach with hands and arms. The employee is occasionally required to use hands to finger, handle, or feel; climb or balance; stoop, kneel, crouch, or crawl. The employee is routinely required to lift and move up to 10 pounds or less, frequently required to lift and move up to 25 pounds or more, and occasionally required to lift or move 50 pounds without assistance. The employee is expected to seek assistance when lifting or moving anything is excess of 70 pounds. The word lift as it is used here means the direct physical movement of something such as lift and carry without assistance, not the conveyance or movement by merely pushing or pulling of something. Move may involve the use of conveyance equipment to bring products to a platform where the employee will then push or pull the product onto a shelf. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. "Occasionally" means up to 1/3 of the workday; "Frequently" means 1/3 to 2/3 of the workday; and "Routinely" means 2/3 or more of the workday.

**REQUIRED EDUCATION & EXPERIENCE:**

- High school diploma or equivalent
- Mathematic aptitude includes addition, subtraction, multiplication, and division in all units of measure, fractions, and decimals.
- Ability to use measurement tools (Tape Measure, Digital Caliper)
- Experience with ERP system is a plus.

Hours of Operation are: 8:00am to 4:30pm Monday – Friday, OT as needed

SEE HUMAN RESOURCES TO APPLY

POSTED MAY 8, 2023 – MAY 15, 2023