



JOB DESCRIPTION

Title: Shipping & Receiving Associate

Date: February 25, 2025

Classification: Hourly (Non-Exempt)

Reports to: Warehouse & Logistics Manager

Job Summary:

Works closely with the Logistics Manager to anticipate and prepare for incoming and outbound shipments. Receive, store, and issue materials, equipment, and other items from the stockroom. Responsible for keeping inventory accurate and quantities on hand updated. Package and ship large and unusually shaped equipment and parts.

Responsibilities:

- Receive, account for, sort, and stock incoming freight
- Package and ship service parts
- Prepare and help load boilers and other large equipment for shipping, building custom crates when needed
- Operate forklifts and overhead cranes and hoists
- Must be able to complete all tasks in said department by the standard time allowed
- Handle supporting paperwork and data entry for these activities
- Follow all safety requirements
- Performs other related duties as assigned

Skills/Abilities Required:

- Excellent communication, both verbal and written
- Capable of following verbal and/or written instructions
- Competent use of Microsoft Office applications (primarily Word & Excel)
- Needs good mathematical skills, able to count, sort, and organize
- Basic carpentry skills, must be able to read and understand a tape measure, experience using power tools (saws, drills, drivers, etc.)
- Able to work independently with minimal supervision
- Ability to organize and prioritize work functions to be completed
- Ability to drive a forklift
- Capable of walking for extended periods
- Capable of lifting up to 25 pounds alone and 100 pounds with assistance
- Must have full use of both hands and feet, ability to grasp, stoop, squat, climb or perform duties with reasonable accommodation in both manufacturing and office environments