

## ***GREAT NORTHERN EQUIPMENT DISTRIBUTING, INC.***



**Job Title:** Shipping & Receiving Associate

**Last Update:** 10/18/2019

**Reports to:** Warehouse Manager

**Supervises:** None

**Department/Location:** Warehouse/Rogers, MN

**Work Schedule:** 8am – 4:30pm with possible seasonal/workload flexibility

**Eligible for remote work:** No

**Safety sensitive position subject to random drug and alcohol testing.**

**Basic Function:** This individual will be involved in all aspects of warehouse operation. Primary duties will include: picking, shipping, receiving, staging, freight processing, inventory control and general warehouse cleanliness.

### **Essential Functions:**

- Order Selection, Shipping and Receiving:
  - Operates forklift, order picker, or pallet jack to pick product orders
  - Picks product for salesperson needs and assists with truck/trailer loading.
  - Makes certain appropriate paperwork is complete before product leaves premises, (i.e. UPS, Speedee, Truck and end of day postings).
  - Perform ship Sales Order functions and shipment tracking.
  - Receive inbound product, make labels and put away in appropriate location.
- Inventory Control:
  - Picks all orders from stock as required per customer pick lists. Ensures all product picked matches pick list.
  - Places product in appropriate area for shipping or customer pick up.
  - Efficiently and thoroughly packs products to minimize damage.
  - Performs cycle counts on a scheduled basis, records results and makes placement adjustments as necessary.
  - Coordinates daily carrier requirements and proper manifesting.
  - Assists in equipment upkeep, battery watering, and charging.
  - Controls demo product movement from warehouse.
- Keeps supervisor informed of important developments, potential problems and related information necessary for effective management.
- Develops and maintains effective working relationships with personnel in other departments to ensure the proper coordination of receivables.
- Performs related work as apparent or assigned.
- Attends training as directed by GNE.

### **Secondary Functions:**

- Customer Service:
  - Assists Will Call customers with product loading (according to warehouse policy).
- Facilities – Assists with general facilities tasks and repairs.

**Knowledge/Skills/Abilities:**

To perform this job successfully, an individual must be able to perform each essential responsibility satisfactorily. These requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to see a job through to completion and passion to believe in the quality you provide.
- Knowledge of and willingness to follow company policies.
- Honesty, dependability and unconditional ethics. Treats people with respect; works with integrity and ethically; upholds organizational values.
- Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback, Willingness to assist others.
- Take initiative to locate missing information or find possible solutions to an issue.
- Conduct themselves in a professional manner.
- Ability to communicate effectively, both orally and in writing, with a wide variety of internal and external customers/vendors.
- Adapts to changes in work environment; changes approach or method to best fit the situation; able to deal with frequent change.
- Ability to effectively manage timetables, time requirements and deadlines.
- Thorough knowledge of the Company's product line and of customer requirements and peculiarities.
- Uphold all equipment and operating safety requirements to avoid personal injury and property damage.
- Observe safety and security procedures.

**Qualifications and Experience:****Required**

- High School education or equivalent.
- At least 1 year of related warehouse experience.
- Possess a forklift certification or have the ability to be adequately trained to obtain one.
- Speak, write, and read English.
- Computer skills.

**Preferred**

- Experience with RF scanners.

**Budgetary Responsibilities:** None

**Machines/Equipment:** In the normal course of performing this job a telephone, headset, RF scanner, and computer will be used. Machinery used include forklift, reach truck, order picker, and pallet jack.

**Physical Demands:**

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.

- Ability to stand for long periods of time.
- Regularly required to use hands to handle objects, talk and hear.
- Regular wrist and/or hand movement is required.

- Ability to lift up to 50 lbs. frequently.
- Regularly required to stand, walk, and reach with hands and arms.
- Regular bending, twisting, stooping, reaching and lifting.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

- **Office:**  
Office setting is climate controlled and the noise level is usually quiet to moderate.
- **Warehouse:**  
Warehouse setting is partially climate controlled and the noise level is usually moderate. Employees may be regularly exposed to forklift, foaming and cutting equipment.

**Summary:** This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.