

Job Description

Title:	Shipper I	Effective Date:	August 2024
Department:	Warehouse	FLSA Status:	Non- Exempt
Reports To:	Warehouse Supervisor	Direct Reports:	None
Pay:	\$19.50 to \$20/hr.		

Summary:

Under direct Supervision, the Shipper I is responsible for fulfilling orders by arranging finished products in custom built crates and preparing them for shipment in a safe and efficient manner. Also, they are responsible for the unloading and loading of product off of trucks and delivering it to the proper location in the warehouse.

Job Duties and Responsibilities:

1. Weighs, packs, and labels completed items for freight shipping;
2. Builds or modifies crates for outgoing freight shipments using power tools, i.e. drill, screw gun, and miter saw;
3. Properly uses packaging materials, including hand tools, glues, nails, padding, etc.;
4. Loads and unloads trucks with finished goods that have been properly packaged, wrapped and skidded;
5. Uses forklift in a safe and effect manner and completes all daily inspections;
6. Ensures the timely and accurate picking, staging and shipment of finished goods;
7. Assists with the quality inspection of incoming materials;
8. Responsible for the accurate reporting of inventory for finished goods and raw material that transfers into production locations;
9. Follows all company guidelines regarding packaging to ensure items arrive to their destination;
10. Replenishes shipping supplies throughout the department;
11. Adheres to all company safety processes and procedures;
12. Keeps working space clean and organized.

Job Qualifications:

Knowledge, Skills, and Abilities

1. High School Diploma or equivalent is required;
2. Basic math and computer data entry skills;
3. Ability to obtain Hiwin forklift certification and maintain good status;
4. Ability to use power tools safety and to read a tape measure;
5. Good problem-solving and organizational skills;
6. Ability to work independently or a part of a team;
7. Meticulous attention to detail;
8. Ability to carry/lift up to 40 pounds.

Experience

1. 1-2+ years Shipping/Receiving experience is required;
2. 2 years' experience with forklift is preferred.
 - Hiwin will provide internal forklift training and certification.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

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Or email: a.augustyn@hiwin.us