

JOB CLASSIFICATION

SHIPPER-RECEIVER / DRIVER

Summary: Assist shipping department with various duties within the department and distribute products to and from customers and suppliers.

Duties and Responsibilities:

- Accurately count and check a variety of incoming materials and supplies.
- Able to identify the correct types of packaging to meet shipping requirements
- Accurately count and properly pack a variety of parts or products in safely into containers
- Make pickups and deliveries within city or suburban areas
- Responsible for quality, and data accuracy of own work
- Report any deficiencies to supervisor/manager in a timely manner
- Adhere to established company policies and procedures paying special attention to safety regulations
- Report work disruptions and safety hazards to immediate supervisor/manager in a timely manner
- Perform other related duties as instructed by manager/supervisor

Information/Directions From:

- Data collection instructions
- Operator process responsibilities
- Standard Operating Procedures
- Departmental Work Instructions
- Supervisor's/Manager's Instructions
- Arc-Tronics, Inc. Employee Policy Manual

Job Qualifications Requirements:

Knowledge/Skills/Certifications/Training:

- Drivers license & driving record in good standing
- Ability to properly lift 50lbs
- Basic math (addition, subtraction, multiplication, division, decimals)
- Basic computer skills (i.e. spreadsheets, word processing, and data entry)
- ESD Training
- FOD Training
- HazCom / Safety Training
- ITAR Training
- Sexual Harassment Training

Education/Experience Required:

- Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience