

Job Title: Shipping Material Handler
Department: Shipping
Wage Classification: Hourly Grade III

Revised Date: 6/9/2021

JOB SUMMARY

Demonstrates mastery of shipping domestic and international customer orders by small package delivery services and by common carriers. Performs all duties related to organizing, compiling, and correctly packing/packaging the shipping of goods and materials.

GENERAL EMPLOYMENT REQUIREMENTS

- High school diploma or GED
- 1-2 years previous shipping and receiving experience.
- Previous inspection experience with a critical eye for detail and basic problem-solving skills.
- Able to read and write legibly with basic math skills as defined by company standards.
- Proficient computer knowledge and ability; Microsoft Excel, Word & Outlook and others as role scope requires.
- Ability to use and operate a scale.
- Ability to obtain and keep a current forklift license certification.
- Ability to gain knowledge and understanding of RAMI company safety rules and procedures, quality process and procedures.
- Ability to gain knowledge and understanding of RAMI products, processes, and customer requirements.
- Capable of working in a fast-paced manufacturing environment.
- Excellent communication skills and possess a high-level accuracy in all work and error free work.
- Highly dependable, motivated, and self-driven with excellent attendance.
- Ability to follow, understand and strictly abide by the Work Instructions. (WI).
- Ability to learn and process transactions in ORACLE/NETSUITE ERP software.
- Provide back up support for Shipping Specialist activities.

SPECIFIC JOB FUNCTIONS

Following are some of the principal job functions. However, other duties and activities may be required in performance of this job:

- Packages product per instructions on engineering / Packaging Process Sheets or Shipping Packaging Manual. May include assembling wooden containers or pre-made cardboard packaging.

- Places items into containers using spacers, fillers, and protective packaging materials.
- Attaches covers on wooden crates and bands containers using spacers, fillers, and protective padding.
- Stamps, stencils, or applies identifying information and applicable shipping instructions on crates or containers.
- Operate powered industrial trucks as required and manual methods of conveyance. I.E. pallet jacks and two-wheel hand.
- Support Shipping Specialist and leadership by identifying and processing shipping requirements to meet customer specific delivery and department guidelines in a timely manner with close and urgent follow up.
- Support the coordination of picking and staging of orders throughout the workday in a timely manner for completion of shipments per customer ship requirements.
- Supports the processing of outbound shipments and loading on their respective carriers accurately and on time as needed.
- Responsible to support the team with unloading of inbound material.
- Acting as backup resource for sending ASN's per customer specific requirements.
- Supports shipping domestic and international customer orders via UPS, FedEx, DHL, & LTL carriers.
- Support the facilitation of all 5S and required house-keeping duties including but not limited to; supporting audits, sweeping, cleaning, standard area clean up and organization, keeping racks, bins, and warehouse floor organized and in a safe condition.
- Acquires familiarity with RAMI's Manufacturing Resource Planning software for tasks required to ship customer orders and processes supporting inventory transactional integrity.
- Any additional duties that have not been specifically stated, but which may be assigned and those that are logically and properly inherent to shipping processes.

PHYSICAL REQUIREMENTS:

- Work is generally performed in a production plant warehouse setting.
- While performing duties of this job, the employee will regularly; sit, stand, walk, reach, bend, twist, use step ladder and occasionally will be required to stoop, kneel, lift, or move objects of 50 pounds or less with or without assistance.

WORK ENVIRONMENT

This job operates in a production operational environment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the specific job functions.