

Job Title: Shipping Specialist
Department: Shipping
Wage Classification: Hourly

Revised Date: 5/13/2021

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 legible 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 correctly.
- Ability to obtain and keep current a 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.

SPECIFIC JOB FUNCTIONS

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

- Identify and process shipping requirements to meet customer specific delivery and department guidelines in a timely manner with close and urgent follow up.
- Coordinates and stages orders throughout the workday in a timely manner for completion of shipments per customer ship requirements.

- Operate powered industrial trucks to move or load material accordingly.
- Schedule pick-ups with transportation companies via phone, internet, or customer web portals.
- Navigating carrier software and other specific websites to prepare shipping labels, customs documentation and required compliance documentation, such as commercial invoices, etc.
- Coordinate with planning and production teams on shipping requirements and related shipping and packaging department activities.
- Responsible for processing outbound shipments and loading on their respective carriers accurately and on time.
- Sending ASN's per customer specific requirements. Supports internal processes and problem-solving related to system or process issues that may occur.
- Demonstrates mastery in shipping domestic and international customer orders via UPS, FedEx, DHL, & LTL Carriers.
- Trade Compliance Requirements: Understand, comply and support all required trade compliance activity and specific documents related to the daily shipping process.
- Responsible to support team with unloading of inbound material as needed.
- Facilitate all 5S and required house-keeping duties including but not limited to; sweeping, cleaning, standard area clean up and organization, keeping racks, bins, and warehouse floor organized and in a safe condition.
- Acquires a thorough knowledge of RAMI's Manufacturing Resource Planning software supporting tasks required to ship customer orders and 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 and occasionally will be required to kneel, lift, or move objects of 50 pounds or less with or without assistance.

WORK ENVIRONMENT

This job operates in a professional work environment on the production floor.

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