

We are looking for You!

JOB TITLE: SHIPPING AND INVENTORY SPECIALIST

SUMMARY:

Ship, receive, store and distribute material, goods, and products within established procedures. Maintains records and logs. Verifies shipment quantities, lot numbers, and part numbers and corrects discrepancies. Prepare and distribute shipping and receiving reports to required departments such as Accounting, Production Control, etc. Deliver and pick up equipment, supplies, etc. upon request from maintenance, purchasing, or manufacturing. Maintains ERP computer system data and reports as applied to shipping and receiving. Communicates with carriers regarding shipments, ship dates, and specifications. Prepares manifests, bills of lading, packing slips, and other paperwork required for shipping, including those required for export. Troubleshoot problem shipments and receipts.

**COMPENSATION:
\$18/hr to \$25/hr**



Essential Duties and Responsibilities:

- Stores material, goods, and supplies in the warehouse area in an orderly fashion allowing for appropriate rotation.
- Fills requisitions, work orders, or requests and conveys material, goods equipment, and/or supplies from the warehouse area to production or other designated areas (such as pull finished goods and transact in the system).
- Prepares orders for shipment. Verifies lot numbers, part numbers, and paperwork for packages and corrects discrepancies. Packs material per specifications and seals and labels package.
- Processes requisite paperwork for shipments (packaging verification, request certs, test reports, packing slips, bills of lading, manifests, UPS log, etc.)
Arranges shipments through various carriers in the most cost-efficient and timely manner.
- Responsible for filing, processing, and documenting all exports.
- Processes all receipts (close work orders), movement, and shipment of production material, parts (reservations), and products through the ERP computer system and prepares and distributes required reports.
- Works with various carriers to ascertain the status of shipments and orders and provides information upon request to internal departments and outside customers. Troubleshoots problems related to shipments or receipts.
- Picks up items from local vendors using the company vehicle. Operate forklift to load, unload and transport shipments and other items to required locations

Works as an active team member by participating in problem-solving, team building, and all other team activities to improve the processes, productivity, quality, etc. of the shipping and receiving operations.

- Uses interpersonal skills as well as good written and verbal communication.
- Assists others in the department as required.
- Equipment/Process Responsibilities - Performs duties where property, tools, equipment, or machines may be damaged, or man hours lost through improper daily maintenance and attention to processing.
- Material or Product Responsibilities - Performs duties that require close attention to work and supporting documentation. Responsible for accuracy of shipments, receipts, and inventory.
- Responsibility for Work of Others - Accuracy of communication is mandatory to the success of inventory control and proper shipment of production items. Must communicate to appropriate personnel any problems or concerns regarding shipment schedules or inventory processing. Must be able to train employees of lower classifications in shipping and receiving methods and procedures.
- Safety Responsibilities - Good housekeeping, and knowledge of good machine safety is necessary as well as adherence to Company Safety Rules.
- Initiative and Ingenuity - Requires initiative in solving problems associated with inventory control, storage, and rotation of stock as well as shipping products in a timely and cost-efficient manner. Ingenuity is required to package and ship goods most efficiently as well as store inventory in a manner conducive to production needs. Makes suggestions for improving the efficiency of workflow or equipment operation. Takes on or reports for additional work as current tasks are completed. Performs other work related tasks as deemed necessary by Company priorities

Education, Training, Skills, and Experience Requirements:

- Demonstrated ability to read and write English of a level required in Company shop documents, shipping and receiving documentation, and computer software entry and processing requirements.
- Must be capable of applying mathematical operations including fractions and decimals, as required by warehouse/shipping operations. Equivalent to 6th-grade level.
- Requires 4 years of work experience in warehouse/shipping/receiving operations or equivalent skills and knowledge expertise. Knowledge of export requirements is preferred.
- Must have maintained an inventory control system similar or comparable to that used by the Company. (Transact inventory in system)
- Must be familiar with domestic and foreign shipping rules and regulations. Demonstrated leadership skills and computer skills in warehouse/shipping/ receiving operations.
- Must have a forklift driving certificate or equivalent skills and must have a valid California driver's license, proof of insurance, and maintain a good driving record.

Position Location:

Tolleson, AZ

Telephone:

866-451-4405

Website:

www.martins-ig.com

Physical Demands:

- Environmental Surroundings - Work is in a warehouse/shipping environment of a machine shop where noise, exposure to outside weather conditions, repetitive nature of the job, etc. are less desirable than in a typical office environment.
- Unavoidable Hazards - Possible hazards related to cuts, bruises, and muscle strains. Exposure to metalworking fluids. Protective equipment and clothing appropriate to the task at hand are required. Hazards related to operating a forklift and to driving a motor vehicle.
- Ability to lift up 50 pounds. Requires strength in opening and maneuvering crates, boxes, raw material, etc.
- Able to reach, bend, stretch and manipulate small parts with hands and fingers.
- Capable of operating computer and processing paperwork necessary for inventory control and shipping.
- Able to operate forklifts and motor vehicles.
- Most job assignments require continuous standing and/or sitting for periods exceeding 15 minutes at a time.
- Work at times is highly repetitive and monotonous. However, some aspects of inventory control and shipping may require improvisation and ingenuity. Required to organize workflow for best efficiency.
- Close attention to detailed documentation.
- Capable of accurately counting various size pieces for inventory and shipping requirements.
- Requires close and distance vision, color vision, peripheral vision, and depth perception.