

Experienced Warehouse Shipper/Receiver

Days/Hours: Mon-Fri, 8am-5pm

Pay: \$14.00 to \$17.00/hr based on experience.

Duties include but are not limited to: Pulling orders, tagging orders, loading trucks, unloading trucks, putting up stock, shipping orders and receiving shipments. **Experience Warehouse personnel are encouraged to apply. ** Experience with LTL and UPS Freight is desired.

BASIC FUNCTIONS: The Warehouse Associate is responsible for receiving product, storing products, picking and packing products in an accurate and timely manner, shipping product and various other duties throughout the warehouse.

ESSENTIAL FUNCTIONS: Essential duties and responsibilities include the following. Other duties may be assigned.

- Picking an order and Packing an order.
- Reading customer orders, work orders, shipping orders or requisitions to determine items to be moved, gathered, or distributed and/or shipped.
- Moving materials and items from receiving or storage areas to shipping or to other designated areas.
- Sorting and placing materials or items on racks, shelves, or in bins according to predetermined sequence such as size, type, style, color, or product code.
- Filling requisitions, work orders, or requests for materials, tools or other stock items and distributes items to shipping or to designated route driver storage area. Assembling customer orders from stock and places orders on pallets or shelves or relocating orders to a holding area or shipping department.
- Marking materials with identifying information using appropriate method.
- Opening bales, crates, and other containers.
- Assisting in counting of physical inventory.
- Weighing and counting items for distribution within warehouse to ensure conformance to company standards.
- May be assigned facilities maintenance duties as needed.
- Preparing parcels for mailing.
- Sweeping, dusting and mopping.
- Organizing warehouse and work area for orderliness at all times.
- Wearing the proper safety equipment & following all safety protocols.

QUALIFICATIONS/REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. This is a manual labor job, and the ability to lift at least 90 pounds is required. High school diploma or general education degree (GED) and minimum experience required. Basic computer knowledge. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

Qualifications:

*Requires minimum experience as a Freight, Stock and Material Mover with a HS Diploma/GED.

*Requires experience with Personal Computers and Printers.

*Requires read, write, and speak excellent English.

*Requires you to be able to lift at least 90lbs.

*Requires ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

*Must be able to work in a non-climate controlled environment.

Must have reliable transportation.

NO Felony

Apply in Person: Mon-Fri 8:00AM -3:00PM

Fox Scientific, Inc.
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