

Shipping and Receiving Assistant

We Are Hiring!

Extol of Ohio Inc., a national leader providing mechanical pipe insulation, fabricates rigid foam pipe insulation utilizing mills, hot wire, pipe saws, band saws and routers. This fast-paced environment seeks a responsible, detail-oriented individual for a full-time position and have an immediate opening in the Shipping and Receiving department.

Contact us at info@extolohio.com if you are interested in applying for this position.

Shipping and Receiving Assistant

Summary

Our Shipping and Receiving Assistant Is responsible for the processing incoming and outgoing material. The processing of this material shall include un-packing, re-packing, uncrating, crating, stocking, labeling, weighing and evaluation of condition to ensure all materials are properly tracked, packed, and delivered in a timely fashion. Count items received or shipped and checks against packing lists, records any discrepancies the day the shipment is received, notes any shortages, or damages, returns defective components to vendor, puts materials away in their designated locations and manages any freight claims that may be incurred.

The successful candidate will be a highly motivated and detail-oriented individual with excellent communication and interpersonal skills. The candidate has computer skills and is a qualified tow motor operator with certification. He or she must have the ability to prioritize and follow through in a fast-paced, multitasking environment.

Duties and Responsibilities

Receiving

Unload delivery trucks using a forklift, pallet jack, 2-wheel dolly or other warehouse equipment

While receiving goods, reviews inbound shipments and compares purchase orders with supplier's packing lists; verifying the quality and supplier's count of all items before taking delivery

Will make notation of discrepancies, over shipments or substitutions and immediately reports discrepancies to carriers and purchasing officer per company policy

Signs Bill of Ladings and receiving documentation

Organizing and storing received items in appropriate areas for storage and/or use.

Shipping

Will utilize pick-tickets and pull orders by acquiring material or products from inventory and package and stage our accessory product items for daily orders

Alert purchase manager of out of stock or low stock levels as discovered, verify inventory counts and physical inventory as required

Identify and label boxes, packages, and products as instructed by the picking information

Prepares packing lists and bills of lading for shipments and verifies and records all items loaded for shipments.

Wrap outgoing cartons on stretch wrapper and stage customer orders

Load out-going freight with tow motor or by hand

Other

Prioritize safety in your actions and workspace condition

Move materials in and out of work areas and the warehouse as required; bring insulation units and billets in as needed to support manufacturing processes

Maintain your work area in a cleaned and organized fashion at all times

May perform other warehouse duties or clerical duties as the need arises or is assigned

Physical Requirements

While performing the duties of this job, the employee is regularly required to stand, walk, climb, stoop, kneel, crouch and reach and use hands and arms

Must be able to traverse distribution warehouse and access a variety of storage spaces and shelving units by stretching, squatting, and reaching.

Must be able to lift up to 50 pounds at a time.

Must be able to work in a variety of weather conditions and temperatures in the warehouse and on the loading dock.

Hours

Shipping hours 9:00am – 6:30pm Monday through Friday

Must be able to work overtime without notice involving critical shipments and as scheduled by management

Other Requirements

High school diploma or equivalent qualification

Basic understanding of railway, dock, and warehouse procedures

1- 2 years' warehouse experience and in a similar role; shipping, receiving

Excellent physical fitness with the ability to lift up to a maximum of 50 pounds

Availability to work overtime including weekends, public holidays, and evenings

Good communication and organizational skills.

Physical dexterity and experience operating forklifts and with forklift certification

Proficient with Microsoft Office Suite and/or inventory software to maintain records, input data, and create reports

Basic math skills

Extol of Ohio Benefits Include:

Medical

Dental

Vision

Life Insurance

401K Match

Vacation

Personal Time

We are proud to be an Equal Opportunity employer; Veterans are encourage to apply.