



Shipping and Receiving Assistant

Shipping hours: 9:00am to 6:30pm

Monday through Friday

Norwalk, Ohio

Join a growing team at Extol of Ohio, a leader in industrial insulation fabrication for 40+ years. We are looking for reliable, safety-minded team members to support our production operations.

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 in our Shipping and Receiving department.

Summary

Our Shipping and Receiving Assistant is responsible for processing incoming and outgoing material. The processing of this material shall include unpacking, repacking, 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 check against packing lists, record any discrepancies the day the shipment is received, note any shortages or damages, return defective components to vendor, put materials away in their designated locations and manage any freight claims that may be incurred.

Qualifications

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 forklift operator with certification. 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, review inbound shipments and compare purchase orders with supplier's packing lists; verifying the quality and supplier's count of all items before taking delivery

- Make notation of discrepancies, over shipments or substitutions and immediately report discrepancies to carriers and purchasing officer per company policy
- Sign Bill of Ladings and receiving documentation
- Organize and store received items in appropriate areas for storage and/or use
- Alert purchase manager of out of stock or low stock levels as discovered
- Verify inventory counts and physical inventory as required

Duties and Responsibilities - Shipping

- Identify and label boxes, packages, and products as instructed by the picking information
- Prepare packing lists and bills of lading for shipments and verify and record all items loaded for shipments
- Wrap outgoing cartons on stretch wrapper and stage customer orders
- Load outgoing freight with forklift or by hand

Other Duties

- 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

Required Skills and Experience

- High school diploma or equivalent qualification
- 1-2 years warehouse experience in a similar role; shipping, receiving
- Basic understanding of railway, dock, and warehouse procedures
- Forklift certification and experience operating forklifts
- Proficient with Microsoft Office Suite and/or inventory software to maintain records, input data, and create reports
- Basic math skills
- Good communication and organizational skills
- Excellent physical fitness with the ability to lift up to a maximum of 50 pounds
- Physical dexterity
- Availability to work overtime including weekends, public holidays, and evenings

Physical Requirements

- 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

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 encouraged to apply.

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