

Job Description

Growing hydraulic component manufacturer located in Alsip, IL seeks the newest member of its team to fill the Shipping and Receiving Tech role.

Shipping/ Receiving Tech's must be comfortable working in a physically demanding role. They must display the ability to quickly learn other job related tasks, be able to sufficiently track/log data and accurately record time worked. Technicians sometimes work under stressful and demanding conditions in order to meet company

obligations yet they must always work in a safe/ efficient manner. They must be willing to work where

needed on an assortment of different assignments, utilize good work ethic and be willing to work overtime

as required. A technician interacts with managers, as well as associates from other

departments and must have the ability to work in a team oriented environment, have a professional

demeanor and be respectful to others.

Duties & Responsibilities

Shipping/Receiving Tech's should be able to interpret and understand work orders and have a basic understanding of blueprint reading. Shipping/ Receiving Technicians should be comfortable using basic power tools including compound miter saws, pneumatic nail guns, etc.

Qualifications /Education

High School Diploma or equivalent.

Experience

At least 3 years in a shipping/ receiving role

Must display basic knowledge in Microsoft Outlook, Word, and Excel

Must have experience preparing shipping documentation such as a Bill of Lading, Proforma Invoice, etc...

Daily Responsibilities:

- Assembles/ consolidates orders and prepares goods for shipment
- Records shipment data, including weight, dimensions, and charges
- Receives, verifies counts and unpacks materials and supplies
- Reports damages and discrepancies to quality control
- Load and unload trucks (forklift certification is a plus)
- Completes shipping documents (i.e. packing slips, bills of lading, etc.)
- Schedules freight pick-up
- Obtains freight quotes
- Work safely and report any unsafe working conditions

- Any other task assigned by management

Authorities:

- Reject shipments that are in either poor condition or have been sent to our location in error
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- Select most economical carrier for shipments that are labeled “Best Way”
- Authority to stop any unsafe working conditions

Salary

Career Level Required Experienced (Non-Manager)

Experience Required 2+ to 5 Years

Education Required High School or equivalent

Job Type Employee

Job Status Full Time

Hours/Shifts

Contact Information

Phone :

Fax :

Email : service@kocsistech.com

IMPORTANT INSTRUCTION:

(When applying via email please entitle the subject of your email: **(ART/04-05-11)**)
