

JOB DESCRIPTION

Job Title: Shipping and Receiving Specialist – AR, ON

Department: Operations

Reports To: Materials Supervisor

Status: Non-Exempt

Date Issued: March 2022

SUMMARY:

Responsible for shipping, receiving, re-stocking, inventory management, and processing product returns in accordance with Newterra's quality standards and internal processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Negotiate and coordinate transport of goods with client or freight companies.
2. Prepares and expedites outgoing products, including labeling and shipping documentation to ensure timely and accurate delivery.
3. Coordinates, receives, inspects, and documents.
4. Updates and maintains inventory counts in company systems and ensures counts are accurate.
5. Verifies part numbers and quantities against packing lists and purchase orders to ensure accuracy of products being shipped and received.
6. Examines outgoing and incoming shipments for damage and reports issues to Quality Control Department.
7. Move products utilizing pallet jack and lift trucks to convey, move or hoist shipping materials to appropriate areas.
8. Adheres and complies with Quality Management Systems in accordance Newterra's internal standards.
9. Maintains a clean, safe, and orderly working environment.
10. Assists other departments and coordinates with operational activities as needed.
11. Other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES:

- Participate in meetings as required for projects and other organizational requirements.
- Continue to improve processes to increase efficiency in job function.
- Coordinate with engineering and manufacturing departments to ensure quality standards and efficiencies.
- Responsible for performing duties in a safe manner and promoting safety to others in accordance with Newterra's safety policies and procedures. This includes reporting all safety concerns, equipment malfunctions, near-misses, and incidents to their Manager immediately.
- Adhere to the company processes as detailed in Newterra's online systems and programs and bring forward ideas for continuous improvement.
- Responsible for completing all assigned training applicable to your position in the applicable timeframe.
- Complete all responsibilities while ensuring adherence to Newterra's Delegation of Authority.

The information listed above is not comprehensive of all duties/responsibilities performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

MINIMUM QUALIFICATIONS:

- High school graduate or general education degree (GED) plus one-year equivalent experience.
- Forklift experience required (1 year).
- Strong customer service skills.
- Ability to work in a fast paced, deadline driven environment.
- Competent in Microsoft Office to include Word, Excel, and Outlook.
- Ability to add, subtract, multiply and divide whole numbers, fractions, and decimals.
- Experience with warehouse management software experience highly preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong communication skills required.
- Ability to actively listen and follow direction and instructions.
- Ability to read and understand information and ideas presented.
- Excellent problem-solving skills to include reasoning, negotiating, research, creativity, decision-making, risk management, team collaboration.
- Ability to multitask.
- Organized.
- Ability to work collaboratively with others to achieve a common goal.
- Self-motivated with a positive attitude.
- Ability to work independently.
- Safety training and certificates may be required.

PHYSICAL DEMANDS:

Almost continually verbally or orally communicating and responding to others. Utilization of controls, operation of machines or computers to support daily work activities. Accurate hand/eye coordination is required. Finger dexterity is required, as well as hand strength, with the ability to grasp, lift, push and pull. Work involves considerable standing, stooping, bending, or sitting for long periods of time. May lift product weighing up to 50 pounds.

WORK ENVIRONMENT

This is a manufacturing environment and will be exposed to elements such as loud noise, hazardous equipment, heat, dirt, dust, fumes, and other materials. Exposure to hot or cold temperatures or inclement weather based on indoor or outdoor conditions. Company safety standards must be always followed.

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