



Shipping & Receiving Specialist II

EMPLOYMENT AGREEMENT: Non-Exempt

ADVISOR: Shipping and Receiving Supervisor

PRIMARY CHARACTERISTICS:

- **Principles:** Supports and models the company's principles that are identified in the Declaration of Belief and Direction Statement, in all areas of conduct and business.
- **Team Work:** Participate in creating a positive, energizing and rewarding environment for the Shipping and Receiving Team. Work closely with Customer Service, Global Sourcing, Quality and Manufacturing, functional leaders and coworkers to achieve broader corporate goals.
- **Continuous Improvement:** Assists with continuous improvement efforts within the Shipping and Receiving function while collaborating with other functional areas.
- **Data Driven:** Can use data to help identify opportunities for improvement: Inventory analysis, Kanban levels, Material flow and inventory accuracy.

KEY RESPONSIBILITIES:

- **Shipment Management:** Accurately prepares shipments to customers using approved procedures and processes through ERP system. Handle other requests for unscheduled shipments. This includes: Preparation of required paperwork; invoices, packing lists, shipper's letter of instruction (SLI), bill of lading, and labels. Packing and palletize shipments per customer and government requirements. Contact appropriate carriers for pick-ups. Track shipments per customer expectations and procedures using appropriate systems. Attend seminars and classes as needed to keep up with updated government information.
- **Document Preparation and Management:** Prepare documents to comply with government regulations on all shipments using EMS (Export management System) and AES Direct system. Work with Advisor to assure that new employees and/or person(s) with new responsibilities will be trained on EMS through Reell employee training.
- **Receiving and Inventory Management:** Accurately receive all incoming parts according to established procedures including ERP transactions and inventory adjustments. Move inventory to proper physical locations and add new locations into ERP system as required. Prepare and distribute parts to production for work orders, to floor storage locations, and to other functions as requested. Count and restock parts as returned. Complete daily cycle counts and inventory adjustments to maintain an accurate inventory system. Work with Advisor to promptly resolve inventory variances.
- **Problem Solving:** Identifies and works with Advisor correct problems in the appropriate system.
- **Inventory Flow:** Performs all responsibilities associated with shipping, receiving and inventory flow. Accurately prepare shipments to customers using approved procedures and processes through ERP system. Handle other requests for unscheduled shipments. This includes: Preparation of required paperwork; invoices, packing lists, shipper's letter of instruction (SLI), bill of lading, and labels. Packing and palletize shipments per customer and government requirements. Contact appropriate carriers for pick-ups. Track shipments per customer expectations and procedures using appropriate systems. Prepare documents to comply with government regulations on all shipments using EMS (Export management System) and AES Direct system. Will attend seminars and/or classes to keep up with updated government information. Accurately receives all incoming parts according to established procedures including ERP transactions and inventory adjustments. Move inventory to proper physical

locations and add new locations into ERP system as required. Work with Advisor to assure efficient use of space for inventory. Prepares and distributes parts to production for work orders, to floor storage locations, and to other functions as requested. Count and restock parts as returned. Completes daily cycle counts and inventory adjustments to maintain an accurate inventory system. Respond promptly to inventory variances. Maintains adequate warehouse and shipping supplies. Place purchase requisitions as needed.

- Other duties as assigned.

SKILLS REQUIREMENTS:

- Analytical Thinking and Problem Solving
- Continuous Learning
- Continuous Improvement
- Quality Focus
- Time and Task Management
- Strong organizational skills, attention to detail and excellent verbal and written communication skills are required
- Intermediate to advanced computer skills including but not limited to ERP system, Outlook, Excel, Word, internal label program, forwarders' SLI (Shipper's Letter of Instruction) programs, government program (AES) and Internet
- Ability to safely use shipping equipment as required. Includes but not limited to scales, stretch wrap benders, pallet jacks and forklift

EDUCATION AND WORK EXPERIENCE REQUIREMENTS:

- High school degree or equivalent
- Three years of receiving, shipping and warehousing experience
- Demonstrated working knowledge of duties such as scheduling, quality control, receiving, packing, shipping and inventory management
- Forklift certification. (training available)
- Three years of shipping, receiving or warehouse experience

PREFERRED REQUIREMENTS:

- Associates Degree or equivalent combination of education and experience
- Minimum of two years International shipping experience with two year certificate achievable within two years
- Experience working with QAD
- Kanban and cycle counting knowledge strongly preferred

PHYSICAL REQUIREMENTS:

- Ability to lift up to 40 lbs consistently
- Ability to move (push and pull) loaded pallet with pallet jack onto floor scale weighing a minimum of 100 lbs and up to 2300 lbs with or without assistance
- Regularly required to sit, stand, bend, reach and move about the facility
- Ability to move and/or stand 90% of time
- Excellent physical health as job requires exertion
- Passing of physical exam required
- Wearing of safety shoes is MANDATORY for this position