

POTTORFF®

Job Title: Shipping Associate
Reports to: Production Supervisor
Location: Fort Worth, TX

Under the direction of the Production Supervisor, this position oversees the accuracy of all orders in preparation for prompt shipment and prepares records of outgoing finished product.

Essential Duties and Responsibilities:

- Ensure that all SAFETY procedures are being followed. This includes the proper wearing of required personal protective equipment (PPE) such as safety glasses, ear protection, and safety shoes (steel toe boots).
- Arrange and coordinate with freight carriers for shipment pickup.
- Ensure that drivers depart with the appropriate paperwork.
- Ensure the accuracy of all shipping documents and adherence to all shipping procedures. Maintain legible and accurate records and logs as required.
- Notify customer service of shortages, overages, and changes in ship date of orders.
- Examine outgoing shipments to ensure they meet specifications. Verify and post any weight changes.
- Operate powered industrial equipment (forklift) as needed, to move finished product totes from one location to another.
- Must be reliable and have an excellent work ethic. Must be able to work any necessary overtime as deemed necessary.

Education / Experience Requirements:

- High school diploma or equivalent.
- At least 1 year of shipping experience in a manufacturing environment.
- Forklift experience
- Worked in an environment that uses different LTL carriers daily.

Specific Skills Required:

- Good attendance is a must!
- Must be able to work 10 hours a day if needed.
- Must have the ability to think and solve problems.
- Good computer skills including working knowledge of Microsoft Office products.
- Excellent communication skills, both written and oral.
- Ability to set up mathematical equations to determine quantity, volume, area, lot sizes, etc.
- Read measuring tape, calipers, micrometer and other measuring devices.
- Previous manufacturing skills are a plus.

Other Duties and Responsibilities:

- This job may include other duties and responsibilities as assigned by the supervisor. These may change as needed.

Physical Demands

- Lifting, bending, moving heavy objects up to 50 lbs. Applicant must be able to stand for long periods at a time.