

BARDONS & OLIVER

Solon, Ohio

Shipping & Receiving Attendant

Summary:

Inspects shipment documentation of incoming and outgoing shipments to verify information. When shipping: selects appropriate packing method, provides packing material, labels containers, selects carrier and schedules pickups. When receiving: examines shipment for damage and unpacks product to verify identity and quantity. Uses appropriate information systems to find and record needed information regarding incoming and outgoing materials. Rejects damaged goods and corresponds with shipper to rectify damages and shortages. Routes incoming items to departments. Uses appropriate material handling equipment such as hoists, hand trucks, and forklift trucks to load and unload trucks and move and store materials.

Common Duties:

- Applies Lean principles, Bardons & Oliver Quality Policy and Quality System, and Safety Procedures. Maintains orderliness, cleanliness, security and functionality of work area and equipment used.
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- Can navigate Computerized Manufacturing System to find all data needed and to report labor and production information.
- Responsible for participation in ADP program, including goals establishment and skills development.

Essential Duties and Responsibilities - Includes the following (other duties may be assigned):

- Counts, weighs, or measures items of incoming and outgoing shipments to verify information against bills of lading, invoices, orders, or other records.
- Determines method of shipment, prepares paperwork such as bills of lading and customs documentation, determines shipment weight versus load limits.
- Selects, packs and loads appropriate boxes or shipping containers. Uses hand and power tools as needed to make boxes and crates suitable for handling anticipated shipping conditions. Binds containers, or objects on skids, using steel banding. Protects shipment from rust.
- Stamps, stencils, or glues identifying labels, information and shipping instructions onto crates or containers.
- Posts weights and shipping charges, and affixes postage.
- Unpacks and examines incoming shipments, rejects damaged items, records shortages, and corresponds with shipper to rectify damages and shortages.
- Routes items to departments.
- Maintains inventory of shipping materials and supplies.
- Operates hoists, hand trucks or forklift truck to load and unload trucks and move and store materials.