



# Shipper Receiver

Reports directly to the Shipping Supervisor. Duties and responsibilities include but are not limited to the following:

## Years of Experience

- 1-year experience in shipping/receiving in a manufacturing setting..

## Working Conditions

- Work may involve some exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and loud noises.
- On site work environment involves some exposure to hazards or physical risks that require knowledge of and adherence to basic safety procedures and precautions.
- Work environment requires having construction safety footwear, safety glasses and hearing protection; and
- G license is required.

## Required Skills

- Have a high level of social interaction. Work with other production staff, truck drivers, supervisors, Field Managers, installers and Forklift Operators;
- Ability to use variety of tools and equipment;
- Knowledge of industry safety practices;
- Ability to lift up to 100 pounds;
- Forklift license is required;
- Knowledge of Microsoft Office and Outlook;

- Must be able to write and communicate in English clearly and effectively; and
- Knowledge of processes and practices of shipping/receiving and supply chain management.

## Job Specific Duties

- Ensure the correct items are shipped and received;
- Load and unload trucks with windows, door panels, etc.;
- Maintain organization of loading and storage areas in the plant; and
- Other tasks that may be required to ensure projects undertaken by State are delivered on time, on budget, and on quality.