

## Shipping & Receiving Associate

Reports to: Shipping & Receiving Coordinator

Status: Hourly / Non-Exempt / With Benefits

Core Hours: First Shift, Monday - Friday

Located: Green Bay, WI Travel: < 5% of time



### Position Description:

As part of the Shipping & Receiving team you will work in a warehouse environment overseeing incoming and outgoing products and materials. Responsible for managing paperwork and keeping records of all items that enter or leave our facility, efficiently packing, crating, and loading materials for shipping, receiving and inspecting incoming goods, conducting inventory, keeping the warehouse area clean and organized and creating and maintaining a safe work environment.

### Qualifications & Skills:

- High school diploma or equivalent
- Fork lift operation experience required
- Experienced with ERP software reporting system
- Exhibits strong computer, math, verbal and written communication skills
- Capable of bending, twisting, squatting, lifting, pushing, pulling, and standing for long periods of time while performing physically demanding repetitive job tasks. Capable of regularly lifting randomly sized items up to 60 pounds.
- Capable of performing multiple tasks simultaneously while displaying accuracy and attention to detail.
- Commitment to quality and safety excellence a must.
- Functions effectively and productively individually and within a team-focused group.
- Offers excellent time management skills; is highly organized.
- Demonstrates personal character in line with our Values and Code of Conduct.

### Duties & Responsibilities:

- Operate forklifts in inside and outside weather conditions to complete tasks such as loading, unloading, sorting and transporting products and supplies.
- Verify and keep accurate records of incoming and outgoing shipments.
- Perform manual material handling, sorting, lifting, and caring of assorted sized items up to 60 pounds.
- Accurately select, count, label and package customer orders for Shipment.
- Complete all required paperwork in a timely manner maintaining accurate records and documentation.
- Ensure timely and accurate entry of all incoming and outgoing parts, materials and equipment into ERP Software Reporting System.
- Place incoming materials in designated storages areas.
- Assist with maintaining accurate inventories to track costs and assure ample supplies are on hand with minimal inventory carrying costs.
- Perform cycle and physical inventory counts.
- Ensure equipment and work areas are in good, clean, and safe operating condition.
- Communicate and work professionally and effectively, build and maintain positive/respectful work relationships with others.
- Show a strong commitment to quality, safety, and customer service. Ensure company policies and procedures are consistently followed.
- Other duties as assigned.

### How to Apply

Send your resumé and title of position to [jobs@kossindustrial.com](mailto:jobs@kossindustrial.com)

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