



JOB DESCRIPTION

Job Title: Shipping Specialist
Facility: Brooklyn Park
Department: Distribution
Reports to: Distribution Manager

SUMMARY

Provides support to the Shipping Lead to facilitate the expedient preparation of outbound shipments for delivery by ENPOINTE Drivers, Courier, FedEx, UPS, Air Freight or L.T.L.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following. Other duties may be assigned as needed.

- Input job numbers and activity codes into Data Collection System.
- Prepares ENPOINTE manufactured materials for shipment.
 - Verify physical counts match all documents.
 - Insure cartons have been appropriately labeled by Finishing Department.
 - Stretch wrap pallets.
 - Band Pallets.
 - Weigh Pallets.
 - Load Trucks.
- Prepare bills of lading or airway bills for L.T.L. or Air Freight.
 - Schedule pick up appointments with carriers.
 - Provide periodic shipment tracking information to CSR's and SR's in a timely manner.
- Pack Print-On-Demand orders for shipping, which originate in Docutec or Indigo.
- Process small parcel shipments via UPS, FedEx, etc. on the parcel manifesting system.
- Process shipments via courier.
- Keep warehouse racking area neat and orderly at all times.
- Keep dock area clean at all times.
- Assist with loading of recycling materials into recycling trailer.
- Provide backup support to the Receiving Department as required.

QUALIFICATIONS

- High School diploma or equivalent.
- Good computer skills.
- Excellent math and reading skills.
- Excellent organizational skills.
- Ability to lift and carry up to 70 pounds.
- Ability to operate power material handling equipment.

PHYSICAL REQUIREMENTS

- Constant strong communication, sitting, and working on a computer.
- Frequent lifting 20lbs, walking, standing, and operating mechanical equipment.
- Occasional lifting 50+lbs, pulling, pushing, bending, reaching, kneeling, stooping, climbing stairs & Ladders.

Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)

Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of 8-hour day)

Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)