

SHIPPING AND RECEIVING ASSOCIATE

Full-Time (On-Site)

We are looking for a qualified and motivated shipping and receiving associate to join the Behrent's Performance Warehouse team. You will be responsible for fulfilling, packaging and shipping products to our retail and wholesale customers in addition to receiving daily vendor purchase orders.

As a shipping and receiving associate, you should work to send, accept and record the movement of parts, supplies, materials, equipment and stock to and from the warehouse. In addition to tracking inventory and keeping records, they may also package items, inspect merchandise and complete other related duties.

RESPONSIBILITIES (*include but not limited too*):

- Prepare sales orders by pulling materials from packing slips, packing boxes and placing orders in delivery area for pickup
- Process shipping transactions through the computer system (UPS World Ship/Fedex Shipping Manager)
- Assist with end of day shipping close out and daily reporting
- Receives merchandise - checks and signs delivery slips, and assists with unloading as necessary
- Inspects and verifies incoming goods against invoices or other documents, records shortages and rejects damaged goods
- Promptly unloads trucks and deliveries and sorts and stocks receivables
- May operate forklift, pallet jack, hand truck or other equipment to load, unload, transport and store goods
- Maintains an accurate log sheet of daily receiving and counting accurately
- Takes inventory, maintains storage area, organizes and places stock on shelves
- Perform other duties as assigned

QUALIFICATIONS:

- UPS World Ship/Fedex Shipping Manager program experience is preferred
- High school diploma/GED is required. 4 year accredited college/university/technical university is preferred
- Professional written and verbal communications skills
- Proficiency in Microsoft Office (Excel, Word and Outlook)

REQUIRED SKILLS:

- Experience in, or ability to learn inventory control methods
- Ability to continuously stand or walk
- Ability to bend, squat, climb stairs and lift frequently
- Lift up to 50 pounds frequently
- Good written and verbal communication skills
- Strong sense of time organization and urgency
- Able to work independently and within a team

BENEFITS:

- Medical, Dental and Vision
- 401(K) (Company Match/Contribution without match)
- Paid Time Off (PTO) and Holidays