

JOB POSTING

Job Title: Shipper I

FLSA/Grade: Non Exempt/Grade 3

Department: Shipping and Exporting

Purpose:

To over-pack and consolidate shipments made to United Electric's customers on a daily and/or weekly basis.

General Qualifications:

Requires:

- High School diploma or equivalent.
- 0-2 years related work experience.
- Basic reading, writing, math and communication skills.
- Ability to work in a team based environment and a commitment to continuous improvement.
- Requires a high level of accuracy in performing tasks and a commitment to zero defects.
- Basic computer skills and the ability to learn computer processes on all systems within the department.
- Ability to follow written and verbal instructions.
- Flexibility and the willingness to learn multi-functional departmental tasks.

Typical Responsibilities:

- Over pack and ship per the daily Heijunka schedule.
- Perform daily product shipment processes via UPS, DHL and Fedex.
- Pre-box International customer orders.
- Process samples, literature and no charge orders.
- Put away department supplies.
- Maintain a clean, safe working environment by adhering to company policies and procedures.
- Active participation in departmental and company wide goals.
- Ensure department compliance to UE Quality Management System (QMS) and ISO 9001 Standard.
- Physically move pallet with boxes for shipment.
- Put away pallets & heavy packing supplies to their location.
- Operate powered and manual shipping equipment.
- Perform other duties as assigned.

Physical Requirements:

- Physically move pallet with boxes for shipment.
- Put away pallets of heavy packing supplies to their location.
- Operate powered and manual shipping equipment.
- Ability to lift up to 55 pounds.
- Ability to walk and/or stand up to 8 hours per day.