Twin City Hose, LLC.

Job Description

Job title:	Warehouse and Shipping Associate
Work Location:	Rogers, MN
Division/Department:	Warehouse/Production
Reports to: Production Manager	

☒ **Full-time**	☐ **Exempt**
☐ **Part-time**	☒ **Nonexempt**

Essential Duties and Responsibilities:
Warehouse Associate is responsible for picking, packing, and labeling orders with accuracy and ease, all while keeping a well-organized warehouse.

- Signs for incoming deliveries.
- Assesses items for damage.
- Audits packing slip for accuracy and submits to accounting.
- Enters item receipts into software system(s).
- Pick orders from stock or from staging area.
- Inspect materials and ensure bills of lading are correct.
- Check things in/out of inventory and assists with overall inventory management.
- Ensure customer order and product match.
- Prepare product for shipping to customers. Box, crate, shrink-wrap as necessary.
- Operate a bander to band boxes to be shipped.
- Performs regular data entry associated with shipping and receiving.
- Assists shop technicians as needed.
- Contact common carriers and schedule pick-ups, ensuring the meeting of customer delivery requirements.
- Load trucks with outgoing products and unload trucks with incoming materials.
- Verify materials received against purchase orders.
- Place incoming materials into storage or other designated areas using forklift or pallet jack.
- Process shipments/small parcel via UPS or FEDEX, process LTL using logistics provider.
- Affix completed address label and any other special labels required for the handling of material and specified by the carrier.
- Complete and maintain all required paperwork.
- Maintain departmental housekeeping standards.
- Stock shelves with completed goods.
- Notify supervisor of low inventory levels.
- Periodically take inventory of material and supplies in storage as assigned.
- Reliable and prompt in attendance.

Education and/or Work Experience Requirements:

- HS Diploma/GED preferred.
- 2yrs Shipping/Receiving experience preferred.
- Data Entry experience.
- Strong computer efficacy.
- Excellent written and oral communication skills.
- Attention to detail.
- Inventory management experience.

Physical Requirements:
While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or touch objects, tools, or controls; reach above shoulders; and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and use foot/feet to operate machine. The employee must frequently lift and/or move up to 45 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this

job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Minimal use of forklift.			
Print Employee Name:			
Employee signature:		**Date:**	

☐ **I ACCEPT - Electronic Signature Agreement.** By selecting the "I Accept" button, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. You also agree that no certification authority or other third-party verification is necessary to validate your E-Signature and that the lack of such certification or third-party verification will not in any way affect the enforceability of your E-Signature or any resulting contract between you and Twin City Hose LLC.