



Shipping/Receiving/Fulfillment Specialist

Job Description

Department: Shipping/fulfillment

Reporting to: General Manager, Production Manager

Job Purpose: The Shipping/Receiving/Fulfillment Specialist is responsible for pulling orders accurately for prompt shipment. Provide additional labor for production as necessary to meet shipping deadlines.

Organizational Core Competencies:

- Take pride in the quality of your work assignments and maintain a positive attitude about the company and all of its customers.
- Perform assigned duties in a self-motivated, self-starter, organized, time structured manner.
- Maintain the highest ethical standards at all times.
- Report any and all conditions affecting customer satisfaction.
- Learn and understand the principles of lean manufacturing and 6s always working to the standard of "Relentless Elimination of Waste".
- Continually pursue lean manufacturing principles through education and continual implementation.
- Become and remain expert in knowledge with the company's quality management system and continually put into effect the quality management system throughout operations.
- Become and remain expert in knowledge with the company personnel policy and expected standards of employee conduct.
- Responsible for becoming and remaining expert in knowledge of the company Repair Station manual.
- Safely operate, maintain, clean, and store tools and equipment necessary for the production of company products.
- Ensure that all tools and equipment in use have a current calibration record and identification before using. Ensure that all equipment, tool and machine areas are kept clean and hazard free.
- Immediately advise supervisor or higher authority, of all delays, potential delays, work stoppages, potential work stoppage, quality control problems, anticipated quality control problems, shortages, new item or process requirements, perceived design deficiencies, observed parts failure patterns, substandard work previously accomplished on items being worked on.



Job Duties:

- Directs the day-to-day activities of the warehouse. Such activities include shipping, receiving, kitting, housekeeping, inventory control, storage, etc.
- Works directly with inventory control, sales, and shipping software programs.
- Works directly with Kanban System to support Precise Flight's overarching lean manufacturing objectives.
- Responsible for obtaining merchandise from warehouse shelves to accurately fill orders as required by Sales Order for the shipments required for the day.
- Responsible for packaging materials in a manner as to ensure that no damage occurs during transit.
- Responsible for continuous process improvement.
- Facilitates shipping procedures, including packaging, labeling and any related shipping documentation (International Customs paperwork, Invoices, Certificate of Conformance)
- Audits all freight charges; files claims on overcharges.
- Prepares all paperwork; transfers documents to ensure that proper inventory adjustments are made.
- Manages the inventory positions of all products and coordinates with all areas necessary to ensure adequate stock levels are maintained.
- Responsible for assuring that information listed on Certificates of Conformance, 8130-3 airworthiness approval tags, and packing slips fills the requirements of the customer.
- Responsible for ensuring that all products are received correctly and that all necessary documentation is included with the shipment.
- Responsible for coordinating and completing work orders accurately and efficiently.
- Responsible for routing repairs and returned product to the appropriate personnel.
- Responsible for maintaining an accurate inventory system.
- Under the direction of the General Manager and Production Manager, write and maintain a procedures manual detailing the procedures and policy outlining the duties and responsibility of the Shipping/Receiving/Fulfillment Specialist Position.
- Learn and understand the principles of lean manufacturing and 6s always working to the standard of "Relentless Elimination of Waste".
- Become and remain expert in knowledge with the company's quality management system and continually put into effect the quality management system throughout operations.
- Continually pursue lean manufacturing principles through education and continual implementation.
- Responsible for maintaining a clean, orderly, and accurate inventory area. All items are to be appropriately marked with part numbers, descriptions, accurate Kanban levels, and in the correct bin locations.



Compensation:

- Competitive wage
- Paid medical and dental benefits
- 3 weeks paid vacation and 9 paid holidays annually
- Annual cost of living increases
- 401K match program
- Annual growth bonus program up to 20% of annual income
- \$25 per month health and wellness bonus

Qualified are preferred to have: Experience in shipping, receiving, and fulfillment

Qualified candidates must have:

- Excellent work ethic and proven success in a fast paced professional environment
- Positive and professional behavior that supports and enhances the Precise Flight culture.
- Professional references

Job Type: Full-time

Pay: \$19.00 - \$21.00 per hour