

# **TECHNICOR**

## **JOB DESCRIPTION**

## **SHIPPER / RECEIVER – MATERIALS EXPEDITOR**

### **POSITION TITLE:**

Shipper / Receiver / Materials Expeditor

### **REPORTS TO:**

Shop Foreman

### **JOB SUMMARY:**

To receive raw materials from suppliers. To properly package and ship completed orders to customers. To prepare and arrange for shipments using couriers and trucking companies. Work on line to generate shipping documents and track shipments as needed. To assist when required in the manufacturing of parts to specifications using shop equipment including CNC machinery. Interface with shop colleagues to expedite orders.

### **JOB KNOWLEDGE:**

#### **Education:**

High School diploma or equivalent

#### **Experience:**

Preferred 1 year, or trained on the job

#### **Skills:**

Legible writing skills. Visual inspection skills. Organizational and perceptual skills. Good communication skills. Operate a fork lift. Good driving record. Proficiency in computers for on line shipment purposes. Knowledge of Domestic and International shipping requirements. Familiarity with woodworking equipment: operation, set-up, making of jigs and fixtures. Ability to read technical drawings.

### **DUTIES & RESPONSIBILITIES:**

1. Receives goods from suppliers, performs receiving inspection, and verifies accuracy against purchase order in a timely manor.
2. Ensures the preservation, organization, storage, cleanliness and proper identification of inventory items in a timely manor.
3. Proactively collects parts from inventory and shop production floor and package for shipment to customers. Keep ongoing record of parts waiting for pick up and report to Customer Service Daily.
4. Build and prepare crates for parts for shipping as required from existing skids and stock lumber using shop power tools. Disassemble crates as required.
5. Moves inventory items using fork lift – requires Technicor valid fork lift operators license.
6. Assemble and box items to be shipped for mixed part orders as needed.

7. Insure that orders to be shipped are complete, properly packaged, labeled, and secured on time for shipment as noted on packing slips
8. Contact couriers and transport companies for pick up via telephone and computer
9. Keep records on shipments packed, shipping dates, carriers used.
10. Record and photograph any obvious shipping damage; records details on shipping documents before signing.
11. Prepare Domestic and International shipment documents & bills of lading; manual or computerized.
12. Reports on need for warehouse and shipping supplies
13. Keeps shipping area clean and organized.
14. Insure that all work place safety rules, standards and procedures are followed.
15. Manage and remove shop waste and scrap. Manage and remove office waste and recycling.
16. Manufacture parts from Job Traveler instructions and drawings using manual woodworking & machine shop equipment and tools.
17. Trim and debur parts.
18. Perform set-up and maintenance of equipment to accomplish above.
19. Perform all tasks in conformance with Technicor ISO quality standards.
20. Keep shop and warehouse organized, clean, and efficient; keep finished goods covered to exclude dust and debris.
21. Report need for tools, tool sharpening, supplies, etc. to Shop Foreman
22. Pick up and deliver product as required.
23. As needed operate CNC equipment after appropriate training.