

Position Title
Shipping Assistant

Date Prepared
January 10, 1995

Department
Shipping

Location
Brainerd

Reports to: Shipping Manager

I Position Purpose

- To assist in the movement of both raw materials and finished goods within the facility and to the final destination point of the customer.
- To plan, coordinate, and be accountable for raw material inventory within the scope of the warehouse operation.
- Pulls finished goods according to tickets & transmittals and maintains accurate inventory counts.

II Budget Dimensions

- Operate and maintain company vehicles under manufacturer specifications.
- Assists in controlling internal costs within established budgetary guidelines.
- Ensures goods shipped are delivered in the most economical manner that meets the customers needs.
- Provides feedback to Shipping Manager on opportunities for improvement within the scope of his/her position.

III Primary Functions Duties And Responsibilities

Quality

% of Time Spent

30%

Key Result Area

Ensure Bang Truck leaves
On time.

Review carrier

performance and
continually feed back to
Shipping Manager.

Assist in tracing lost or
delayed shipments, audit
received shipments and
initiate claims for
damaged / missing goods.

Prepares tickets for closing
in a timely manner by adding
freight charges, materials and
final shipped quantity.

Measurement

No late deliveries.

Credit received for

damaged or missing
goods.

Tickets are to be turned
in to Accounting Dept.
24 hours or less from
job completion.

Quality (cont.)

% of Time Spent

Key Result Area

Measurement

Accurately maintains up to Date P.O. files.

Ensures that receiving counts match packing lists and purchase orders and that shipping counts match packing documents.

Ensures proper labels and tickets have been applied before shipping.

Ensures work performed exceeds expectations.

Fully understand and support Bang quality system.

Satisfy the internal and external customer.

Maintain a clean and orderly receiving and warehouse area.

Maintain a positive and professional attitude when in contact with customers.

Ensure no product is damaged Due to fork truck driver error.

Maintain all designated vehicles and equipment.

Ensure customer inventory is pulled & received as per specifications on job ticket and request for inventory form.

Inventory counts are maintained & accurate.

Finished goods are shipped to correct destinations.

Quality (cont.)

% of Time Spent

Key Result Area

Measurement

Band, wrap and label skids to ensure products arrive undamaged and to the proper destination within predetermined time frames.

Cost Reduction

% of Time Spent

Key Result Area

Measurement

10%

Ensures best possible rate is obtained for goods shipped.

Provide analysis as to causes of Waste.

Ensure all warehouse equipment is maintained at peak operating performance.

Enhance internal training to ensure operators are aware of costly practices.

Quotes freight charges as requested by CSR's.

Delivery Performance

% of Time Spent

Key Result Area

Measurement

10%

Assist to ensure best possible way of carriage is used when applicable.

All jobs shipped 100% on time.

performance of

Assist in preparing daily action report when applicable.

Publish the departments.

Attend daily production meeting when applicable.

Ensures that daily Minneapolis truck leaves in a timely manner.

Truck leaves daily by 8:00 a.m.

Drive Minneapolis truck as required.

Maintenance

% of Time Spent

Key Result Area

Measurement

15%

Report all safety concerns to Shipping Manager.

Accurately record all maintenance performed in maintenance log.

Communication

External Contacts

* Outside vendors supplying goods and services to the department.

Nature or Purpose

* Purchase services, and peripherals for the shipping area.

Internal Contacts

* Shipping Manager

* Peers

* Manufacturing Employees

Nature or Purpose

* Direction, feedback, information exchange. Discuss relevant issues.

* Provide direction and feedback.

* Provide direction and guidance. Job flow through the works.

V Problem Solving

- Operate on a quality first basis.
- Take a proactive approach to problem resolution on all departmental issues.
- Accurately detail problems to Shipping Manager for resolution.
- Assist in all other duties as requested.

VI Education and Experience

- 3-5 Years in related field
- High school graduate, technical school or college preferred.
- Experience in shipping & receiving beneficial.
- Computer skills and related knowledge in the UPS shipping system a plus.
- Knowledge in tariffs, material handling classifications, routing & shipping methods.
- Leadership skills.
- Excellent troubleshooting skills.
- Written and oral communication skills.
- Excellent interpersonal skills.

VII Travel / physical Exertion

- Travel, hours and computer use as required.
- Frequent long hours.

Employee Signature: _____ **Date:** _____

Performance Expectations
Shipping Assistant

1 **Quality**

- A Must be able to interpret all job ticket specifications to the product being shipped.
- B Must have a thorough understanding of all aspects relative to operations being performed.
- C Must have the ability to ensure all shipping and production related paperwork ie: bill of lading, etc, are performed in an effective manner.
- D Ensure no stock is damaged due to fork truck driver error.

2 **Material Consumption**

- A Monitor, provide feedback and establish correcting action on all shipping issues as they occur.
- B Establish control measures in the area of:
 - Inventory of finished goods.
 - Shipped goods.

3 **Productivity**

- A Control production and enhance productivity through the following:
 - Assist in training and development of finishing area employees.
 - Continually monitor operations and communicate issues to Shipping Manager.
 - Aid in the flow of production through ensuring that all deliveries and customer inventories are prepared and documented & shipped in a timely manner.

4 **Policy**

- A Understand and accept all established company policies.
- B Provide input on areas of concern regarding company policy.
- C Maintain a professional attitude when dealing with vendors.

5 **Support**

- A Ensure manufacturing area is neat, clean and organized.
- B Perform