

**TITLE: Receiver/Shipper**

**DEPARTMENT: Manufacturing**

**REPORTS TO: Production Supervisor**

**BENEFITS:** Medical, dental, vision, life insurance, short and long term disability insurance, paid time off package, 401k with company contribution, FSA or HSA options, educational assistance, dependent scholarship program, onsite fitness center, and much more!

**General Responsibilities:**

Receives materials and verifies that materials received are as ordered. Compares information with bills of lading, invoices, orders or other records. Routes incoming items within the company as directed. Maintains related records. Prepare shipments of finished products by skidding and banding, crating, wrapping, and packaging. Loading product for transportation. Stores and retrieves product as required.

**Specific Duties:**

- Receives materials from vendors via UPS, FEDX, trucks, etc. Unloads and "checks-in" all materials using overhead cranes, fork lifts and hand carts. Determines whether shipment is correct
- Places all materials in assigned factory inventory and location with a high level of accuracy
- Notifies purchasing when packing slips do not match invoices
- Notifies Group Leader when packing slips do not match invoices
- Inspects incoming materials. Records irregular material on material problem sheets
- Inform inventory coordinator of all item received in damaged and inventory adjustments needed
- Maintains maintenance log on all tow motors
- Picks materials and packs orders and prepares for shipment for all Gorbels' locations
- Assists in other departments such as, electrical, paint, shipping and packing as business requires
- Keeps factory floor free of material by moving inventory around to fit storage areas safely and properly
- Maintains housekeeping in all storage and dock areas
- Understands and report moves through the move ticket procedure
- Assists with transfers to Alabama
- Prepare shipments of finished products by skidding and banding, crating, wrapping, and packaging
- Loading product for transportation
- Creates and distributes daily shipping log for shipping clerk, customer service and packing department
- Responsible for touching up painted products prior to shipment
- Performs and records daily forklift inspection
- Prepares components for shipment by skidding and packaging as required
- Operates forklift per OSHA guidelines and in accordance with Gorbels Inc. safety policy
- Places completed orders on transportation method as required
- Works in other areas as required

**Job Qualifications:**

- High school diploma or equivalent
- Two years shipping/receiving experience preferred
- Ability to move about plant and operate lifting equipment in a safe manner
- Experience in handling UPS and FEDEX related documents
- Computer literacy to input and track inventory data

- Understanding of plant flow and warehouse lay outs
- Understanding of Lean principals preferred
- Lift and push materials in excess of fifty (50) pounds
- Must be able to communicate with factory supervision effectively
- Wear all safety equipment as required
- Ability to work overtime

To apply for this position, please complete an [employment application](#) and send to [careers@gorbel.com](mailto:careers@gorbel.com).

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