



Job Description

LOGISTICS ASSISTANT

Department: Logistics
FLSA Status: Non-Exempt, Full-Time
Manager: Supply Chain Manager
Direct Reports: No

Position Summary

The Logistics Assistant is responsible for assisting with the shipping and receiving functions within the organization. The duties performed may include, but are not limited to the following:

- Count and/or weigh parts and boxes in preparation for packing and shipping to customers and outside services.
- Receive, store, and distribute of a variety of parts, supplies and materials to and from various locations within the organization.
- Perform a variety of tasks involved in packing and repacking non-hazardous items. Select proper methods of packing, cushioning and follows specialized packing procedures.
- Verify packed, completed shipments for accuracy and correct labeling.
- Record carton contents and part counts in preparation for inventory storage.
- Complete all required logs and paperwork.
- Maintain safety and follow all safety guidelines while using equipment and tools.

Job Requirements

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percentages.
- Attention to detail with the ability to meet deadlines.
- Ability to work in a fast-paced environment.
- Excellent organizational skills and attention to detail.
- General computer skills.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Effective verbal and written communication skills.
- Must be available to work 40 hours per week, with a proven excellent attendance record.

Disclaimer

This job description indicates in general the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. An incumbent may be asked to perform other duties as required.

We are an Equal Employment Opportunity (EEO) and Affirmative Action (EEO) Employer and makes employment decisions without regard to race, gender, national origin, religion, disability, age, citizenship status, protected veteran status, or any other class protected by law.



Education & Experience

- High School Diploma or General Education Degree (GED).
- Manufacturing related work experience a plus but not required.
- Candidates must be legally authorized to work in the United States. Verification of Employment eligibility will be required at the time of hire. Visa sponsorship is not available for this position.

Physical Requirements

- Specific vision abilities required by this job include close vision and ability to adjust focus. Hand/eye coordination is required.
- Frequent bending, walking, reaching with hands and arms, and ability to stand for long periods of time.
- Ability to lift, push, and/or pull up to 50 lbs.
- Ability to use standard office and shipping equipment (computer, copy machine, table scale, etc.)

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