



Job Title:	Shipping Receiving Technician	Department:	Manufacturing O/H
Reports To:	Chief Finance & Admin Officer	Division:	Ithaca, NY
Hours:	Full-time – 40 Hrs/week	Rev Date:	January 5, 2024

Primary Function

As a member of the Stockroom Team; this individual is expected to have strong communication skills, attention to details, willingness to learn and suggest/ask for improvements/changes as needed. Along with the team the overall responsibility is to maintain on-time shipments (communication if there are issues), accurate inventory balances, and material availability to the shop floor based on proactive forecasts and discussions.

I. Duties and Responsibilities

- Receiving Materials
 - Count Packages and Sign for materials
 - Receive all material with PO's into computer system (currently Macola)
 - Deliver direct material requiring inspection to the inspection area; deliver all other direct material to the stockroom. Packages addressed to a person or department should be delivered to the appropriate area.
- Shipping Products (Sales Revenue)
 - Receive the Products from manufacturing physically and into inventory, review customer's order for completeness, and accuracy, properly box and ship using the designated carriers
 - Ship the product using vendor supplied software; freight, UPS, FedEx.
 - Record the transaction in ERP system
 - Create all export documentation necessary for export shipments
- Maintain a neat and Orderly area
- Ability to work effectively and efficiently with great attention to detail
- Review Daily reports for shipping requirements and communicate as necessary
- Maintain the Liability and Warranty Module for Shipping/ Receiving Equipment
- Process Repairs (RMA's) (returned from the customer) within the same business day
- Maintain Safe Handling practices when handling any and all products and equipment
- Perform cycle counts and maintain inventory accuracy
- Perform other work-related duties as requested, directed or assigned by management.

II. Working Relationships

- Potentially with all Internal departments as needed.



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- Limited, periodic interaction with outside vendors, customers and auditors

III. Education and Experience

- High school diploma or its equivalent required.
- Previous related experience in stockroom and shipping/receiving is preferred.

IV. Knowledge, Skills and Abilities

- Good written and verbal communication skills; and the ability to read, understand and follow shipping requirements, domestic and international
- Ability to interface and communicate effectively and professionally with management and co-workers is essential and must be able to work well with all levels of personnel whether individually or in a team environment.
- Willing to work overtime as required.
- Proficient in PCs, PC-based productivity applications, specifically, MS-Office.
- Must be safety conscious.
- Imperative that there is willingness to "stop" and ask questions to ensure that processes are done safely and correctly.

V. Supervisory Responsibilities

- N/A

VI. Physical Demands

- Must be able to lift up to 25 lbs. and to adhere to safety requirements including use of Personal Protective Equipment (PPE).
- Corrected normal vision and color vision are required

VII. Work Environment

- Manufacturing with occasional exposure to elements such as odor, noise, dust, heat, cold or chemicals

Disclaimer: This Job Description is not intended to be all-inclusive and may be subject to change to include new responsibilities and tasks or change existing ones as management deems necessary to meet the ongoing needs of the company.