



JOB DESCRIPTION

Job Title: Shipping and Receiving Intern,
EEOC Number and Classification: #70840; Operatives
Reports to: Logistics and Label Inventories Manager
Status: Non-Exempt

Pay Range: \$8-11.50/hr

Date: February 18, 2010

Job Summary:

Responsible for planning, organizing and controlling traffic and logistic operations to ensure on-time shipping and delivery of products to customers according to quality standards and customer specifications while increasing freight profitability. Responsible for receiving raw materials and other production items and delivering them to internal customers or placing them in inventory; prepare finished goods for shipment; transportation of raw or finished materials between facilities and placing in inventory.

Job Responsibilities:

1. Receipt of Material
Efficiently receive and distribute material.
2. Timely Shipments
Efficiently pick customer orders for shipment.
3. Safe Workplace
Maintain a clean, neat and orderly work area.
Conducts operations in compliance with Inland safety policy.
4. Efficient Workplace
Carry or transport orders to delivery and shipping locations with material handling equipment.
Inspect and perform minor maintenance on equipment.
Conducts physical inventories as required.
5. Accurate Transactions
Ensure correct quantity and product is loaded, shipped or received.
Repack and weigh any orders that require such handling.
6. Productivity Measurements Met
Meet standards for productivity.

Competencies:

- Use of Job-Related Equipment
- Technology/System knowledge
- Inventory management
- Self-motivated
- Positive outlook
- Organized
- Decisive
- Meets Expectations/Standards
- Oral/Written communication
- Calm under pressure
- Teamwork
- Forklift skills (will train)
- General warehouse knowledge

Prerequisites: Currently enrolled in and attending an accredited University or College preferred. High school diploma or general education degree required; valid driver license with good driving record; computer literate; knowledge of shipping programs preferred.

Physical Requirements: Must meet physical requirements identified in work screen protocol; visual acuity corrected to 20/40.