

Production Support – Shipping/Receiving

Reports to:
Production Supervisor

Job ID: 212401

Entity:
PBZ LLC

Job Classification:
Labors and Helpers

Summary and Objective:

This position is responsible for coordinating shipping and receiving and providing production support.

Essential Functions:

- Receiving:
 - process and organize incoming parts in an orderly fashion
 - communicate with PBZ Plant 1 and PaulB Wholesale personnel

- Shipping:
 - pick customer orders
 - arrange outgoing freight shipments
 - notify purchasing of material needs and/or count discrepancies
 - give oversight to customer pickup

- Production Support:
 - pick parts for production jobs
 - keep accurate inventory counts for stock components

- Able to operate a forklift, tractor with attachments, and other equipment with safety and competence
- Assist on production floor when necessary

Characteristics and Competencies:

- Good time-management and organization skills
- Attention to detail
- Contribute to a respectful, team-oriented work atmosphere

Required Education and Experience:

- Basic computer skills
- At least 18 years of age

Preferred Education and Experience:

- High school diploma or GED Equivalent

Work Environment:

This job operates in a warehouse and manufacturing environment. This role routinely uses standard office equipment such as computers, phones, photocopiers; hand tools, and forklifts, etc.

Physical Demands:

While performing the duties of this job, the employee is regularly required to: stand for extended periods of time; moderate lifting (up to 75 lbs.); speaking, listening, and seeing; walking; use eyes, hands, finger, or feet; and reaching with hands and

arms, and so forth.

Travel:

No travel is expected for this position.

Other Duties:

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Essential functions and duties may change at any time.

Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee's Signature: _____ Date _____