

**Distributor Corporation of New England**  
Job Description

**Job Title: Warehouse Shipper & Receiver**

**Department:** Warehouse

**Position Type:** Full-time

**Location:** Plymouth, MA

**FSLA Status:** Non-Exempt

**Supervisor:** TBD

**Travel Required:** No

**Supervisor Title:** Senior Warehouse Manager

**Contacts:** Will interface with co-workers, customers (by phone and walk-in) trucking companies, manufactures and vendor representatives.

### **Role and Responsibilities**

This position is primarily responsible for the timely receipt, storage and movement of goods in and out of the warehouse.

- Unload goods.
- Inspect and count items that are received for accuracy.
- Place received goods in to storage locations.
- Pick and stage customer orders for next day delivery.
- Inventory and cycle counting.
- Radio frequency scanning.
- Forklift operation.
- Processes returned equipment.
- Maintains a clean and safe warehouse.

### **Education Requirements, Skills and Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.

- Education/and or Experience - High School Diploma or general education degree (GED) ; or one to three months related experience and/or training; or equivalent combination of educations and experience

- Language Skills – Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; ability to write routine reports and correspondence; ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Mathematical Skills – Basic Skills: 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 percent and to draw and interpret bar graphs.
- Reasoning Ability – Basic Skills: Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions; ability to deal with problems involving a few concrete variables in standardized situations.
- Forklift certification and experience required.
- Valid driver's license.
- Computer Skills – Inventory Processing Systems, WMS.
- Good communication and customer service skills.
- Ability to work independently and in a team environment.

### **Certificates, Licensees, Registrations**

- Drivers License (Class D).
- Forklift Certification.

### **Specialized Equipment, Machines, or Vehicles normally used in the course of the duties of the position.**

- Forklifts – Offload trucks, store product and select customer orders.

### **Competencies**

To perform this job successfully, an individual should demonstrate the following competencies:

#### **Intellectual:**

- Design – Demonstrates attention to detail.
- Problem Solving – Identifies and resolves problems in a timely manner.
- Customer Service – Responds promptly to customer needs; meets commitments.
- Oral Communications – Speaks clearly and persuasively in positive or negative situations.
- Written Communications – Writes clearly and informatively; able to read and interpret written information.
- Teamwork – Balances team and individual responsibilities.

#### **Organization:**

- Ethics – Treats people with respect; inspires the trust of others; works with integrity and ethically; upholds organizational values.

- Organizational Support – Follows policies and procedures.

### **Self Management:**

- Judgment: Displays willingness to make decisions; exhibits sound and accurate judgment.
- Planning/Organizing – Uses time efficiently.
- Professionalism – Reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions.
- Quality – Demonstrates accuracy and thoroughness.
- Quantity – Completes work in timely manner; strives to increase productivity; works quickly.
- Safety and Security – Observes safety and security procedures; reports potentially unsafe conditions; used equipment and materials properly.
- Adaptability - Ability to multitask in fast pace environment; able to deal with frequent change, delays or unexpected events.
- Attendance/Punctuality – Is consistently at work and on time.
- Dependability – Follow instructions; responds to management directions; takes responsibility for own actions; commits to long hours of work when necessary to reach goals.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand, sit, walk, lift, bend, talk or hear, use hands and fingers, handle or feel, reach with hands and arms, stoop, kneel, crouch, or crawl.
- Minimum lifting requirements 60 pounds and Maximum 100 pounds.

### **Work Environment**

The work environment characteristics described here are representative of those of an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Moderate noise (Example: business office with computers and printers, light traffic).
- Wet or humid conditions (non-weather).
- Short term exposure to heat and cold depending on seasonal climate. Indoor temperatures range from approximately 20 to 85 based on seasonality.
- Outdoor weather conditions over 2/3 amount of time.

I have read and understand the functions and requirements of this position. I understand

that this is not to be considered as an exhaustive statement of duties, responsibilities or requirements and does not limit the assignment of additional duties for this position.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed by:</b>	

