

# Bedford Falls Book Fairs

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## Job Description - Shipping & Receiving

### Overview:

The Shipping & Receiving position has certain duties and responsibilities that are critical for the company to run smoothly on a day-to-day basis. This position is integral to the daily goals of the company and its customer satisfaction.

A Shipping & Receiving Associate needs to be able to perform efficiently in a warehouse environment by handling incoming and outgoing freight/packages.

### Duties & responsibilities:

1. Have good communication and organizational skills. Listens well to instructions given to them and understands the responsibilities of the job.
2. Understand basic computer skills.
3. Handle physically demanding movements like pushing, pulling, bending down and lifting packages.
4. Certified as a Forklift/Picker operator.
5. Must be detail oriented.
6. Receive inbound freight verifying the Bill of Lading and Packing List to the product being received.
7. Verify item/box count with the delivering company and have them sign the delivery receipt before leaving the building.
8. Report Bill of Lading discrepancies and report them to management immediately.
9. Update the inventory system for all inbound and outbound items.
10. Process all required incoming freight paperwork.

11. Move received product to its designated area in the warehouse and notify the manager of where the product has been moved to or where it's being stored.
12. Prepare all outbound freight and parcels according to the method of shipping.
13. Audit all outbound freight with the company picking up the freight or parcels.
14. Record all outbound freight and parcels according to their designated paperwork and chain of custody.
15. Process all freight in the time expectations.
16. Customer Reorders are processed and ready for shipping within the time guidelines for customer reorders.
17. This position reports to warehouse management.

**Salary Range: \$15.00 - \$20.00**

(based upon experience and prior job history)

**Education:**

1. High School diploma or GED.
2. Forklift / Picker Certification
3. Basic computer skills

**Perks and Benefits:**

- Medical Benefits offered to full time associates
- 2 weeks PTO after 6 months of employment
- 6 paid holidays (prorated for part time associates)
- Flexible hours