

Order Number:

NY1487274

Date Job Order Received:

02/06/2024

Number of Openings:

1

Company Name:

Otis Technology

Job Title:

Shipping Associate

Minimum Experience Required:

1 year

Job Description:

Do you have experience in shipping and receiving? Are you looking to make a change to a great company full of opportunity and growth potential? Then read on to learn about the Shipping Associate position we have available at Otis Technology! Basic Function: The position requires a team player who is punctual, reliable, and very consistent. Works in a safe manner always and performs at a fast pace with minimum/no quality issues. Adapts to constant change with ease, can work well with all different types of personalities and people and always approaches work with a positive attitude. Communicates effectively both verbally and in writing and can understand and follow basic direction. Minimum Qualifications and Experience: (Education and Training) 1-5 Years experience in a manufacturing environment preferred 1+ Years experience working in a shipping environment preferred High school degree or equivalent required Responsibilities: Loading and unloading trucks Reviewing incoming cargo for damage Reviewing packing list to confirm counts on incoming cargo Pointing out subpar packaging/skidding of incoming cargo so it can be addressed with the vendor Receiving and storing materials Filing certificate of conformance Verify counts and store materials from production floor Consolidate product when able to Pulling product for production floor Waive orders for picking Pulling product and putting into correct place for the order Packaging order according to customer specific requirements as they apply Shipping order according to customer specific requirements as they apply Review different shipping options to ensure best pricing Maintains all required recordkeeping and reports as necessary Adheres to all Company policies and procedures All other duties as assigned that pertain to shipping and receiving Identifies opportunities for improvement (boxing and skidding of product) Key Competencies: Duties as project manager or project team member as appointed Demonstrates a high level of manual dexterity at an optimal pace Punctual and highly reliable Strong attention to detail High level of stress tolerance Accountable for actions Ability to read, write, perform basic math, and understand direction

Job Location:

Lyons Falls, New York

Pay:

\$16.00 - \$18.61 Hourly

Benefits:

No benefits mentioned.

Hours per Week:

Not specified.

Duration:

Full Time, Regular

Work Days:

Monday thru Friday

Shift:

Not specified.

Public Transportation:

Information not provided.

Minimum Education Required:

GED

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer by telephone, or by email:

Phone: Seymour, Trisha (315) 348-2450

Email: employment@otistec.com