

Order Number:

NY1541974

Date Job Order Received:

08/11/2025

Number of Openings:

1

Company Name:

Otis Technology

Job Title:

Shipping Associate

Minimum Experience Required:

1 year

Job Description:

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: Waive/allocate orders for picking Accurately pick items from static and automated locations based upon customers orders, ensuring that the correct products are selected and meet quality standards. Safely pack picked items into boxes or containers, using appropriate materials to protect products during transit. This may include bubble wrap, packing foam or other protective materials. Assist in maintaining accurate inventory levels by conducting regular stock checks and reporting discrepancies as they arise. Properly labeling packages with shipping information including address and customer required labels to facilitate smooth delivery. This includes shipping regulations. Use equipment such as pallet jacks and forklifts to move products within the warehouse, adhering to safety protocols. May include loading and unloading trucks Learn to replenish item picking locations Capable of reviewing different shipping options to ensure best pricing while still meeting customer requirements. Learn basic troubleshooting for our vertical warehouse storage system Pulling Product for Production floor / Learn to run Autonomous Mobile Robots (AMRs) Adheres to all Company policies and procedures Identifies opportunities for improvement in relation to job duties 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 - \$19.00 Hourly

Benefits:

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension

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, by email, or on-line:

Phone: Lapell, Trisha (315) 348-2450

Email: employment@otistec.com

Web-site: <https://otistec.com/>