



Logistics Technician

Reports To: Supervisor	Shift:
FLSA Classification: Non-Exempt	Department: Whse/Cons/Shipping/Receiving

Job Summary:

The Logistics Technician 2 team members demonstrate advanced capabilities in receiving, assembling, moving, packaging, and shipping materials to meet or exceed internal and external customer requirements. This role will actively engage in inventory research, and management while improving accuracy and reducing damage. Assist with the optimization of the systematic & physical processes involved in the movement of materials and the transportation of goods. Innovative problem solvers who assist with the development and use of databases and other systems to track, store, and analyze inventory and logistics data.

Job Responsibilities:

The logistics technician responsibilities include but are not limited to:

- Prepare, print, and affix proper labels corresponding to shipping or receiving procedures
- Assemble and pack boxes/cartons with items that need to be shipped
- Maintain inventory and conduct cycle counts; report discrepancies to superiors
- Process orders based on the buyer's preferred shipping system (e.g. USPS, UPS, FedEx, LTL, etc.)
- Pull and deliver parts to support production while managing transactional movement records within ERP system
- Contact carrier to acquire quotes and schedule shipping for packages
- Effectively manage all receiving, shipping and storing of products
- Coordinate freight deliveries and shipments upon carrier arrival.
- Maintain a clean and safe work area and update supplies as needed
- Transfer to off-site warehouse and perform all responsibilities as needed
- Engages in morning group meetings
- Takes initiative to address safety, processes and waste
- Maintain and sustain processes with minimum supervision
- Initiates a positive environment and promotes the values of the department
- All other duties as assigned

This job description is neither exhaustive nor exclusive and may be reviewed in the future as necessary.

Job Skills and Qualifications

- Experience in Microsoft Office Programs, specifically ability to use Excel and Outlook
- Experience in an ERP System; ability to navigate and look up data as needed
- Experience working in a shipping department preferred
- Exceeds standards in safety, performance, and service
- Meets all safety regulations and company policies
- Certified on all material handling equipment
- Multi-tasker with advanced knowledge, skills, and abilities
- Participate in problem-solving and corrective action

Physical Requirements:

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 essential functions.

1. Sitting for extended periods of time.
2. Standing for continuous periods without being able to leave the work area.
3. Lifting (raising or lowering objects).
4. Pulling and/or pushing (exerting up to 15 pounds regularly so that the object is moved to or away)
5. Carrying objects (in arms or on shoulders):
6. Reaching (extending hands and arms in any direction)
7. Stooping and crouching (bending downward and forward)
8. Feeling (perceiving attributes of objects such as size, shape, temperature, or texture):
9. Speaking to employees and customers.
10. Listening to employees and customers.

Mental and Visual Job Requirements:

1. Clarity of vision at 20 inches or less & clarity of vision at 20 feet or more.
2. Ability to bring objects into sharp focus.
3. Ability to judge distance and space relationships.
4. Ability to learn and comprehend instructions and orientation to the job.
5. Ability to concentrate attention on task at hand for extended periods of time.

Required Abilities:

1. Strong attention to detail
2. Ability to be punctual and manage time effectively
3. Ability to work independently as well as with others
4. Organized in thought and process
5. Innovative problem-solver
6. Fully cross-trained in all Logistics departments
7. Fully trained in inventory research and control
8. Produces solutions and ensures the implementation
9. Professionally communicates with internal and external teams both electronically and in person

Workplace Environmental Conditions:

1. Typical manufacturing environment.
2. Occasionally subject outside weather conditions.
3. Occasionally subject to sufficient noise to cause the worker to shout in order to heard above the ambient noise level.
4. Exposure to dust and airborne particles.
5. Exposure to hazardous conditions: proximity to moving mechanical parts and electrical current.

Tools Used to Perform Essential Functions:

1. Equipment:
 - a. Measurement instruments to include but not limited to tape measures, calipers, and protractors.
 - b. Forklift, hand truck, scissor lift, pallet jack
 - c. Computer, tablet, or handheld scanner

Employee Signature and Date:	
Employee Printed Name:	
Supervisor Signature and Date:	