



## Logistics Technician

<b>Reports To: Supervisor</b>	<b>Shift: 1st</b>
<b>FLSA Classification: Non-Exempt</b>	<b>Department: Whse/Cons/Shipping/Receiving</b>

### Job Summary:

The Logistics Technician is responsible to receive, assemble, move, package and ship materials to meet or exceed internal and external customer requirements. Manage inventory and track items accurately and without damage. Assist with procurement of supplies, materials, and the transportation of goods. Assist with development and use of database 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
- Track inventory and report any shortages for designated areas/warehouses.
- Replenish inventory via Kanban as applicable
- 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
- Operate lift trucks or hand trucks to convey, move or hoist materials to proper departments or areas.
- Load and unload trailers with product while ensuring safety protocols
- Assist with software development utilized in area as needed
- Support returned goods process as needed
- 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

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
- Forklift Certificate

### 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 the essential functions.

1. Sitting for extended periods of time.
2. Standing for continuous periods of time without being able to leave the work area.
3. Lifting (raising or lowering objects).
4. Pulling and/or pushing (exerting up to 15 pounds on a regular basis 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.
11. Grasping (applying pressure to objects):

**Mental and Visual Job Requirements:**

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

**Required Abilities:**

1. Strong attention to detail
2. Ability to use measurement instruments to include but not limited to tape measures, calipers, and protractors.
3. Proficient communication skills, spoken and written.
4. Ability to adhere to a strict timeline/ deadline
5. Ability to be punctual and manage time effectively
6. Ability to work independently as well as with others
7. Organized in thought and process

**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:	