

Job Summary

Order Number:

NY1399855

Date Job Order Received:

12/29/2021

Number of Openings:

1

Company Name:

Thread Branders

Job Title:

Shipping/Receiving

Minimum Experience Required:

No experience requirement provided.

Job Description:

North Tonawanda. Shipping/Receiving. Thread Branders. FT. 1st Shift. The purpose of the position is to ensure the success of each order by coordinating the movement of materials into the facility, through the manufacturing process, and out of the facility to the customer. The central duties of the Coordinator are: * Receive product into the facility and maintain organized storage and retrieval systems. * Prepare job materials going to production. * Support Department Managers in the effective completion of jobs as directed. * Package and ship product to customers. * Maintain/upkeep the warehouse, traffic aisles, and loading/unloading areas. * Coordinate the work of other employees assigned to the department to achieve established goals. Essential Duties and Responsibilities: Receiving * Receive inbound material, unload delivery vehicle * Unpack and compare incoming shipments with packing lists, process damaged items, record shortages, and communicate with Customer Service to rectify damages and shortages * Affix inventory labels on packed cartons identifying customer order information and route goods to proper staging area * Process receiving paperwork Stage and prepare orders going to the floor * Pick raw goods from warehouse and prepare for transport * Pick production materials needed for the manufacturing process and stage with raw goods (example, thread, backing, twill) * Deliver to work center just in time according to an established scheduling process or as requested by a Department Manager Shipping * Coordinate and facilitate on time shipments for each job Position: Shipping/Receiving Coordinator Reports To: Thread Branders General Manager FLSA Status: Non-Exempt FT/PT Status: FT Direct Reports: None Indirect Reports: None * Compare identifying information including product descriptions, counts, weights, and other measures of items in outgoing shipments to verify correctness of orders * Prepare outbound material for shipment, could include making, packing and sealing boxes, stacking boxes on pallets, wrapping pallets and staging pallets in the proper location * Determine method of shipment utilizing knowledge of shipping procedures, routes, and rates * Affix shipping labels on packed cartons identifying shipping information * Post weights and shipping charges using a variety of operations and shipping software * Examine outgoing shipments to ensure shipments meet customer and

carrier specifications * Maintain inventory of shipping materials and supplies Teamwork and Culture: * Performing as a team member to ensure all tasks are completed as required * Ensure all work matches Thread Branders standards and expectations Qualifications: * Excellent organization skills * Strong communication and customer service skills * Ability to operate equipment used to move merchandise * Ability to meet physical requirements including: a variety of standing, sitting and walking throughout the day, repeated twisting at the torso while lifting and pulling inventory from shelves, regular lifting of up to 30 pounds and occasional lifting of 30-40 pounds, occasional climbing of ladders, usage of pallet jacks, dollies. *Computer skills (Microsoft Office, Impress, UPS World Ship). To apply, contact the employer by email: Email: hr@threadbranders.com

Job Location:

North Tonawanda, New York

Pay:

\$15.00 - \$17.00 Hourly

Benefits:

No benefits mentioned.

Hours per Week:

40

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 email:

Email: hr@threadbranders.com