

**CURRIER PLASTICS, INC.**  
**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	P/T Shipping Administrator	<b>STATUS:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Supply Chain	<b>REPORT TO:</b>	Warehouse Supervisor
<b>REVISED:</b>	<b>JS 8/29/2022</b>	<b>APPROVED BY:</b>	

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**JOB SUMMARY:**

Responsible for shipping, receiving, warehouse organization and gathering inventory information using a “hands on” approach.

**ESSENTIAL JOB FUNCTIONS:**

**Shipping – 90%**

- Produce all shipping documentation including international shipments and Certificates of Compliance.
- Ensure that shipping transactions are completed in a timely manner.
- Calculate number of boxes of each product to ship and verify correct amount of boxes
- File paperwork

**Inventory Control – 10%**

- Conduct weekly inventory counts- count and maintain spreadsheet

**KNOWLEDGE, SKILLS, & ABILITIES:**

- Contribute to the overall success of the company by performing all assigned duties in a professional, timely, and accurate manner.
- Promote the Quality Improvement Process.

**QUALIFICATION STANDARDS:**

Two-year degree in related field with previous qualifying experience is recommended. Prior job experience will be considered. Certification to operate a forklift is also required. Management or supervisory training and certification to train forklift drivers is preferred. APICS certification is desirable. **Microsoft Word and Microsoft Excel experience is preferred. No shipping experience required- Will train.**

**SUPERVISORY RESPONSIBILITIES:**

There are no supervisory responsibilities.

***PHYSICAL ACTIVITIES AND REQUIREMENTS:***

Heavy work exerting up to 100 pounds of force occasionally, and/or up to 55 pounds of force frequently. Ability to Climb, stoop, kneel, crouch and reach are required. Ability to sit and stand for long periods of time. Ability to walk for long distances. Ability to push, pull and lift objects. Ability to use fingers, talk and hear.

***EQUIPMENT USED:***

Ability to operate forklift, wrapping machine, and general office equipment

***SAFETY, PROTECTIVE CLOTHING AND GEAR REQUIREMENTS:***

Safety requirements for this position include but are not limited to eye protection when on the production floor and in the tool room. Employees must follow any additional safety requirements as posted in specific job areas.

***ENVIRONMENTAL CONDITIONS:***

The employee is subject to inside and/or outside environmental conditions.

The employee is sometimes subject to hazards: Includes a variety of physical conditions, such proximity to moving mechanical parts, electric current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.

The employee is occasionally subject to noise sufficient to cause one to shout in order to be heard above the ambient noise level. There is also exposure to various physical hazards, oils and atmospheric conditions that may affect the respiratory system or the skin: Fumes, odors, dusts, mists, gases.

***MENTAL AND VISUAL REQUIREMENTS:***

Moderate mental and visual attention required for performing manual work that requires decisions to detect and adjust for variance from proper operation. AND/OR operate mobile equipment in congested areas or involving considerable variety of movement.

***COMMUNICATION SKILLS:***

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to clients, members of the general public and other employees of the organization. Ability to speak effectively before groups of people or employees of the organization.

***MATH SKILLS:***

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate figures and amounts such as

interest, proportions, percentages, area circumference and volume. Ability to apply concepts of basic algebra and geometry. Ability to interpret graphs and blueprints.

***EMPLOYER'S DISCLAIMER:***

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

***EMPLOYEE'S ACKNOWLEDGMENT:***

I have read and received a copy of this job description.

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Employee Signature

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Date