**JOB Title:** Shipping and Receiving Associate (Shift – 6:30 a.m. – 3:00 p.m.)

**INDUSTRIAL REVOLUTION**

Industrial Revolution is a collection of people, brands, and products that share the singular purpose of making life outside more enjoyable. As a privately held company, we choose to model a work/lifestyle that ensures our bottom line is defined by more than numbers alone. We believe that relationships matter, that our people matter and that we must always move forward toward sustainability, wherever we can, simply because it is the right thing to do.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Serves as the primary point of contact for all incoming and outgoing freight.
* Supports warehouse team with unloading, receiving, and organization of incoming inventory items.
* Leverages subject matter expertise to review and coordinate all hazardous material shipments per Department of Transportation (DOT) and International Air Transportation Association (IATA) regulations.
* Completes order shipping (domestic and International) utilizing 3rd party shipping systems,
* both small package shipments and palletized shipments.
* Provides hands-on support to warehouse team by packing, strapping and wrapping pallet orders
* Keep a clean and safe working environment and optimize space utilization.
* Handles the customer return process.
* Examine incoming and outgoing shipments for accuracy and any possible damages or defects.
* Maintain a safe and healthy work environment by following all standards and procedures and complying with legal regulations.
* Contribute ideas on ways to improve or optimize fulfillment center procedures.
* Other tasks and duties as assigned.

**REQUIREMENTS**

Listed below are essential duties, including the knowledge, skill, demands and/or ability required to perform this job successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform these essential job functions.

* **Attendance and Punctuality:** Dependable daily attendance and consistent output.
* **Teamwork and Collaboration:** Works alongside team in a positive and productive manner using effective communication and encouragement to motivate and support.
* **Detail Orientation:** must be able to quickly organize and manage multiple orders with accuracy and precision.
* **Equipment Operations:** Experience operating a hand truck, pallet jack, and other fulfillment center equipment
* **Physical Requirements:** Ability to lift and move 35 lbs. independently and up to 70 lbs. in a team lift. While performing the duties of this job, the employee has frequent interaction that requires talking, hearing, and use of phones and computers. The position also requires frequent standing, pushing, pulling, bending, walking, stooping, kneeling, use of hands - to finger, handle, reach or feel - along with close vision, distance vision, and depth perception.
* **Computer Skills** – Understanding and experience using MS Word, Excel, Outlook, and MS Teams. Experience or knowledge working within an ERP system (specifically with MS Navision) or EDI order management a plus but not required.
* **Supervisory Responsibilities** – None.

**Preferred but not required:**

* Certificate in hazardous material handling (HazMat), knowledge of regulations.
* Experience in operating a variety of material handling equipment including forklifts and pallet jacks.

This job description is not an exhaustive list of all functions. The employee may be required to perform additional duties as assigned. Qualified applicants will be considered without regard to race, color, gender, religion, age, national origin, marital or military status, sexual orientation, or gender identity, the presence of any sensory, mental, or physical disability, genetic information, or any other status or characteristic protected by local, state, or federal law. Compensation will be commensurate with professional work experience.

At Industrial Revolution, the health and safety of our people is our number one priority. That’s why all offers of employment are contingent on the candidate showing proof of being fully vaccinated against Covid 19 to pass the pre-employment requirements. Individuals with medical or religious beliefs that prevent them from getting the vaccine may request an exemption from the vaccine requirement.