

POSITION TITLE: Shipping & Receiving Specialist
DEPARTMENT: Service Center
REPORTS TO: Service Manager

PURPOSE OF POSITION:

Maintain proper documentation and handling of all incoming and outgoing inventory of products and accessories enabling real-time status visibility. Assist with warehouse organization and efficiencies.

TOP PRIORITY FUNCTIONS – Not limited to the following

- Maintain inventory integrity for Boulder warehouse items
- Receive and document all inventory of FFL products
- Accurately document and ship products while complying with all federal and state regulatory agencies
- Manage local deliveries
- Inspect inventory for damage and report accordingly
- Accurately and consistently document notes and trends in CRM system
- Responsible for maintaining adequate packaging supplies

TO PERFORM FUNCTIONS EFFECTIVELY AND EFFICIENTLY:

- Maintain a neat, clean, organized safe space
- Comply with all shipping and receiving regulations
- Maintain proper and accurate documentation
- Develop a working knowledge of all chairs and functions

OTHER FUNCTIONS:

- Cycle counts and damage reports for Boulder warehouse items
- Crosstrain with service and repair technicians

MINIMUM KNOWLEDGE & EXPERIENCE:

- Basic computer skills; Mac preferred, but PC okay
- Proficient in Microsoft Office, Excel, Outlook, PowerPoint
- Excellent communication skills both verbal and written
- Able to thrive in a team environment
- Basic hand tool skills
- Freight shipping experience preferred
- Salesforce experience a plus

WORKING CONDITIONS/SAFETY HAZARDS:

- Warehouse/Office setting
- Long periods of standing
- Frequently Lift 50 lbs +
- Team Lift 300 lbs +
- Safety (OSHA)

This job description is intended to cover the major responsibilities of the position; however, the incumbent may be asked to perform other duties. Incumbents will be evaluated in part based on their performance of the functions listed in this job description.

SPECIAL EQUIPMENT, SKILLS OR OTHER REQUIREMENTS:

- Forklift operator
- Pallet jack