



Intellihot

## **Parts Shipper - Job Description**

### **Position Summary**

The Parts Shipper is responsible for preparing items for shipment, restocking shelves, and keeping a neat and orderly parts storage area. This position works in the areas of order picking and packaging, shipping and receiving, warehouse inventory control.

### **Responsibilities**

Essential duties include, but are not limited to:

- Fills orders by picking items from the warehouse and preparing them for delivery
- Picks parts based on packing slips; packs and ships outgoing orders.
- Determines appropriate shipping method for materials, using knowledge of shipping procedures, routes, and rates; generates shipping labels accordingly.
- Works with UPS, FedEx, and other private vendors to ensure on-time pick-up.
- Examines contents and compares with records, such as manifests, invoices, or orders, to verify accuracy of outgoing shipment. Maintains documentation as required.
- Maintains, organizes and keeps a clean warehouse working environment
- Restocks most frequently ordered parts.
- Programs control boards and displays according to customer order specifications.
- Assembles, tests, & packages control boards, display, and IoT/Hotspot equipment.

### **Background and Requirements**

- High school diploma/GED required
- Two or more years of experience with shipping and receiving preferred; previous parts counter and/or warehouse experience a plus.
- Requires a sincere concern for safety with the desire to follow safety procedures and wear required safety equipment.
- Must be able to regularly lift up to 40 pounds safely
- Well-organized, able to multitask but also attentive to detail
- Strong communication skills
- Ability to think quickly and resolve issues
- Computer skills: Microsoft Office, Internet, E-mail, and in-house business system.

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