



Job Title: Order Filler and Loader

Department: Shipping

Supervisor: Logistics Manager

FLSA: Non-Exempt **Job Status:** Full Time Safety Sensitive Position **Grade:** B

Job Duties & Responsibilities: Include the following, as well as other duties that may be assigned.

What You Are Responsible For:

This position is responsible for completing daily schedule. Move finished product to shipping and filling orders. Verify quantity, quality, labels and addresses of products and items of merchandise ready for shipment at manufacturing or commercial establishment: count, weigh, measure or examine packaging and contents of items for conformance to company specifications. Compare items packed with customer's order and other identifying data.

What You Will Be Doing:

- Sort, label and move product to correct location.
- Order picking and control.
- Examines outgoing shipments to ensure shipments meet specifications. Maintains inventory of shipping materials and supplies.
- Operate forklift or use hand truck to move, convey or hoist shipments from shipping and receiving platform to storage or work area.
- Load, unload and move material within or near plant, yard or work site performing any combination of the following duties: read work order or follow oral instruction to ascertain material or containers to be moved.
- Stamp, stencil or glue identifying information and shipping instructions onto crates or containers. Post weights and shipping charges and affix postage.
- Load live docked carriers/trucks and write down time trucks arrived.
- Stretch wrap/band shipments.
- Work in other production areas when needed.
- Call freight carriers and arrange pick-up.
- Effectively respond to carrier/customer inquiries/issues via phone or email.
- Work at different work stations as production needs require.
- Process US mail (internal/external) and deliver small packages dropped off by carriers to departments throughout facility (office & warehouse).
- Maintain clean department and follow 6S principles.
- Maintain and clean dumpster area.
- Follow company policies, GMi core values and safety procedures.
- Work company assigned hours for the position and additional hours as needed (regular and predictable attendance is required).
- Vehicle inspection.
- Other duties as assigned.

Qualifications: Must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience:

High School Diploma or GED.

One to three years manufacturing/shipping experience required.

Knowledge and Competencies: The following key competencies represent qualities, traits and behaviors that a successful employee will exhibit. This list is not exhaustive, as other qualities, traits and behaviors are desired:

- Excellent communication skills and ability to follow through on requests for information and select appropriate responses
- Ability to problem solve (proactive approach to preventing and solving issues)
- Ability to work independently within a team based environment
- Ability to be cross trained and work in other departments as needed
- Organizational skills necessary to follow through on requests for information and select appropriate responses
- Conveyor line experience
- Computer literate (Excel/Word/Navision experience a plus)
- Ability to interface with different business levels and disciplines necessary
- Ability to listen and interpret the needs of internal and external customers
- Excellent organization and time management skills (ability to work under deadline pressure)
- Ability to define problems, collect data, establish facts and draw valid conclusions

Certificates, Licenses, Registrations: Forklift Certification (GMi will certify)

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to walk, stand, climb/balance, and talk or hear. The employee is regularly required to stoop, kneel or crouch. The employee frequently lifts up to 50 pounds and may occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is in a manufacturing production plant environment where the temperature may vary hot or cold. The typical noise level is loud. Exposure to vibration, fumes or airborne particles, and moving mechanical parts.

Employee Signature

Date

Supervisor/Witness Signature

Date

This job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time for any reason, and the Company has a similar right.