**Shipping Dept Job description**

**Job description**

Is responsible for preparing and delivering completed products to a warehouse and or a job site, maintaining quality and safety standards; keeping records; maintaining equipment and supplies. Completing local material pickups.

**Essential Job Duties and Responsibilities:**(Additional duties may be assigned)

* Following the best practices for safety, both on the road and while loading or unloading a truck
* Loading & unloading trucks
* Driving a 26’ box truck
* Forklift, pallet jack, cart loading/unloading
* Creating load lists

**Supervisory Responsibilities:**

Basic supervisory of other employees

**Education and Experience:**

* One to three years experience in manufacturing, warehouse, or delivery.
* Basic computer experience.

**Equipment, Machines and Software Used:**

Forklift, pallet jack, carts, & computer.

**Environmental Conditions:**

Work is performed usually in a typical manufacturing environment where there may be substantial exposure to adverse environmental conditions.

* Safety glasses are required to be worn when in the warehouse and factory.
* Occasionally, required to work in a room with construction dust that can result in sneezing and allergic symptoms.

**Knowledge, Skills, and Abilities:**

* Ability to maintain high standards of professional manner and personal appearance.
* Valid driver’s license
* Knowledge of how to handle materials safely.
* Familiarity with using navigation systems.
* Time management to ensure deliveries are made on schedule.
* Physical ability to load and unload heavy cargo.

**Physical and Mental Requirements:**

* Ability to sit, stand, walk, talk, hear, use hands to finger, grasp, handle or feel, reach, crouch, bend, or kneel, and perform repetitive motions of the hands and/or wrists.
* Exerts up to 80 pounds of force occasionally, and/or up to 80 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
* Drive for long periods of time.

Job Type: Full-time

Pay: $19.00 - $20.00 per hour

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Job Type: Full-time

Salary: $19.00 - $20.00 per hour

Benefits:

* 401(k)
* 401(k) matching
* Dental insurance
* Health insurance
* Health savings account
* Life insurance
* Paid time off
* Parental leave
* Referral program

Schedule:

* 8 hour shift, overtime on occasion, may need to work some Saturdays.

Ability to commute/relocate:

* Syracuse, NY 13210: Reliably commute or planning to relocate before starting work (Required)

Work Location: 1860 Erie Blvd E, Syracuse NY 13210