



NATIONAL PIPE HANGER CORPORATION

Revised 3/22/24

Job Description: Shipping & Receiving Warehouse Worker

Summary

The Shipping & Receiving Warehouse Worker is responsible for ensuring the accurate and safe receiving, processing and shipping of products. The employee must load and unload shipments regularly with the capability of repetitive heavy lifting and use of any necessary equipment, e.g. forklift, pallet jack, etc. Other responsibilities include: inspecting and documenting incoming shipments to verify contents and quantities; preparing, documenting and packaging outgoing shipments; assembling items for stock and orders; and ensuring the cleanliness, safety and efficiency of the warehouse. Rewarding opportunities are available for people who wish to contribute to a leading, high performance manufacturing company.

Job Duties

- Assist in shipping, receiving, loading, unloading and checking in and out of material and products.
- Prepare orders by pulling from stock accurately and in an organized manner; check the packing list item ID number matches the box's/cage's/shelf's ID number.
- Verify quantity and quality of material/products against packing list before wrapping, packaging and shipping; a second checker is required.
- Mark customer shipments neatly with identifying information such as customer's name and all other tagging information.
- Check inbound shipments for damaged goods and against packing lists and notify Shipping Manager and Assistant Shipping Manager of any discrepancies immediately.
- Organize stock materials/products on racks, shelves or bins; rotating inventory when necessary.
- Conduct periodic stock checks of inventory levels and supplies and advise Shipping Manager and Assistant Shipping Manager of any low inventory levels.
- Assemble & disassemble products.
- Safely load and unload products into cages, gaylords, trucks, etc.
- Maintain a clean, neat and orderly work area and assist in maintaining the security and safety of the warehouse.
- Forklift operators must follow safe operating rules at all times.
- May have to assist in fueling, cleaning, checking the fluid level, etc. of the forklifts for the purpose of ensuring safe operation.
- Notify management of any issue pertaining to products, order discrepancies, etc.
- Wear appropriate safety gear and clothing including: steel toe work boots, proper safety gloves, safety glasses, ear protection, pants, t-shirts and/or hoodless sweatshirts. Loose clothing and jewelry are prohibited. Hair longer than four inches (including facial hair longer than three inches) must be securely fastened or tied back without any loose locks in a fitted hair net, bandanna, baseball cap or kept in a bun at all times.
- Keep up-to-date on National Pipe Hanger Corporation's products.
- Keep up-to-date and abide by National Pipe Hanger Corporation's procedures and policies.



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Miscellaneous

- Must have reliable transportation to work and maintain a regular and reliable level of attendance.
- Inform the Shipping Manager of your absence and obtain authorization.
- Make every effort to maintain a consistent break and lunch schedule.
- Refrain from phone use outside of break and lunch times.
- Record hours worked each day personally by using the time clock.
- Must NOT conduct any personal business while on company time without prior permission.
- Perform miscellaneous job-related duties as assigned.

Work Hours/Location

- This is a full-time, hourly position requiring the employee to work 40 hours per week, Monday through Friday, from 8:00 a.m. to 4:30 p.m., plus overtime if necessary. Staying late at least one afternoon per week.
- The location for work is at the company's manufacturing plant located in Mount Holly, NJ.