**Quality Aluminum Products**

**Job Description**

**Job Title:** Shipping Helper

**Department:** Shipping

**Reports To:** Shipping Supervisor

**FLSA Status:** Non - Exempt

**Summary:** The main goal of the shipping helper is to aid in the loading and storing of products to be shipped or warehoused. The helper will help verify quantity, quality, labeling, and addressing of products and items of finished goods ready for shipment by performing the following duties. This job has no supervisory responsibilities.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

* Locate products based on customer bill of order and location codes.
* Retrieve products in timely and accurate manner.
* Stage and organize products in “staging area”.
* Build pallets to size depending on shipping needs. Ability to use power tools, ex. Nail gun, saw or banders.
* Manually load, pack, and organize products on trucks based on shipping logistics.
* Properly complete all required paperwork.
* Maintain regular attendance at QAP facility.
* Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.
* Reinforce and maintain a high level of organization and cleanliness by utilizing 5s standards
* Ability to maintain regular attendance at QAP facility.
* Any additional task assigned by management.

**Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

*Customer Focus*

Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

*Integrity and Trust*

Is widely trusted; is seen as direct, truthful individual, can present the unvarnished truth in an appropriate and helpful manner; keeps confidence; admits mistakes; doesn’t misrepresent himself/herself for personal gain.

*Perseverance*

Pursues everything with energy, drive and a need to finish; seldom gives up before finishing, especially in the face of resistance or setbacks

*Comfort Around Higher Management*

Can deal comfortably with more senior managers; can present to more senior managers without undue tension and nervousness; understands how senior managers think and work; can determine the best way to get things done with them by talking their language and responding to their needs; can craft approaches likely to be seen as appropriate and positive.

*Informing*

Provides the information people need to know to do their jobs to feel good about being a member of the team, unit, and/or the organization; provides individuals information so that they can make accurate decisions; is timely with information.

*Composure*

Is cool under pressure; does not become defensive or irritated when times are tough; is considered mature; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; doesn’t show frustration when resisted or blocked; is a settling influence in a crisis.

*Patience*

Is tolerant with people and processes; listens and checks before acting; tries to understand the people and the data before making judgments and acting; waits for others to catch up before acting; sensitive to due process and proper pacing; follows established process.

*Time Management*

Use his/her time effectively and efficiently. Values time; concentrates his/her efforts on the more important priorities.

**Education and/or Experience**

Less than high school education; or one month to three months of related experience or training; or equivalent combination of education and experience.

**Language Skills/Mathematical Skills**

Ability to add, subtract and count in simple units of measurement (whole numbers). Ability to read basic English. Interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to read and write simple lists.

**Certificates, Licenses, Registrations**

May be asked to have a Forklift License to facilitate loading.

**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 functions. You must notify the company if such an accommodation is needed. While performing the duties of this Job, the employee is regularly required to stand; walk for most of the 8 hour shift. Must have the ability to use hands to handle, grab, lift, pull or feel; reach with hands and arms. The employee is occasionally required to stoop, kneel, and crouch. The employee must regularly lift and /or move up to 35 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

**Work Environment**

While performing the duties of this Job, the employee is regularly exposed to moving forklifts and pallets. The employee is occasionally exposed to outside seasonal weather conditions when loading trucks. The noise level in the work environment is usually moderate. Hearing protection is encouraged. The employee must be able to work in the confined space of a semi trailer on a regular basis. We also require steel toed shoes and protective eyewear at all times in the plant.

I understand as written, and I agree to the terms and conditions of this job description. I understand that this job description as well as the employee handbook sets forth the terms and conditions of my employment. I further understand that any violation of the rules or deficiencies in performance may lead to disciplinary action, up to and including discharge. Nothing in this job description is intended to, or shall modify, or alter Quality Aluminum's "AT WILL" employment policy. I also understand that Quality Aluminum may alter this job description or add any duties as necessary.

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Employee Signature

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Date