



## Quality Aluminum Products Job Description

**Job Title:** Loader

**Department:** Shipping

**Reports To:** Shipping Supervisor

**FLSA Status:** Non-Exempt

**Summary:** The main goal of the loader is to maximize customer satisfaction by ensuring accurate product deliveries. The loader will help facilitate each delivery by directing a team to construct skids, organizing order and packing a delivery truck. Leads team to accomplish goals.

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

- Audit finished goods verses picking ticket for accuracy of quantity, labeling, location, color, etc.
- Directs team on product retrieval and organization/truck layout based on shipping logistics.
- Organize products on trucks to maximize delivery efficiency.
- Categorize orders using color code sticker process.
- Maintain and distribute backorder list.
- Communicate deliveries and backorders between all departments.
- Complete and organize documentation in a timely and accurate manner.
- Aids team with building and banding pallets.
- Prepare trucks for delivery prior to loading products.
- Monitor quality of finished goods as products are packed.
- Ensure accuracy of QAP process and standards by utilizing 5 alarm process.
- Writes clearly and informatively; Presents numerical data effectively.
- Ability to maintain regular attendance at QAP facility.
- Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

### 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.

### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to understand and read production schedules

### **Certificates, Licenses, Registrations**

May be asked to have a Forklift License to facilitate production. Ability to be certified as a crane operator and have power lock out procedures mastered.

### **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 accommodations are needed. While performing the duties of this job, the employee is regularly required to stand up to 8 + hours. Must have the ability use hands to handle, lift, grab, pull or feel; reach with hands and arms. The employee is frequently required to stoop, kneel, twist, bend and crouch. The employee must occasionally lift and /or move up to 35 pounds, occasionally 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 mechanical parts, forklifts and pallets. The noise level in the work environment is usually moderate to loud. Hearing protection is required in all production areas of the plant. We also require steel toed shoes and protective eyewear at all times in the plant.



Quality Aluminum Products

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