

# Position Plan: Shipper

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## Rekluse Vision:

We, a team of inspired people, create our future through innovation with integrity, passion and excellence.

We create solutions and opportunities to enrich the lives of our customers, Rekluse team, shareholders, partners and the communities in which we live.

Together, we are more than we could be alone.

## Position Responsibilities and Objectives:

The Shipper is responsible for ensuring all product is shipped accurately, complete, and on time whenever possible. The shipper must accurately invoice all orders. The shipper picks and packages all component orders. The shipper also assists the Assembly Team whenever possible.

## Education and Experience:

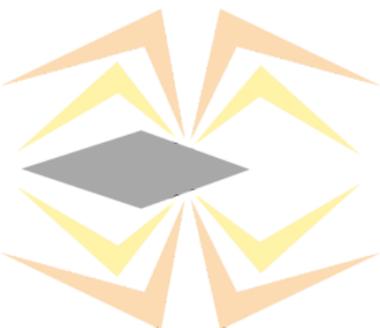
- 1-3 years of general office or shipping/receiving experience, preferably in a manufacturing setting
- Excellent Communication skills (verbal and written) and good telephone etiquette.
- Strong computer skills, including Microsoft business applications, Quickbooks, UPS and DHL software, and Access
- Familiar with AES/ACE Shipping Compliance

## Skills:

- Positive and customer-friendly attitude with exceptional customer service skills
- Able to multi-task in a fast paced work environment
- Knowledge of inventory management systems
- Experience processing and shipping products in a manufacturing environment
- Familiar with Picking, Packing, and Assembly
- Experience with shipping compliance both domestically and internationally
- Able to analyze data, track packages, and create invoices
- Able to process payments
- Detail oriented, responsible, with excellent organizational skills
- Able to work independently and efficiently to meet deadlines
- Understanding of the shipping process and all associated software

## Functional Outline:

- Use the Rekluse Inventory Management System and Quickbooks
- Prepare outbound shipments by assembling, packing, protecting, and labeling parcels
- Determine methods of shipment by examining items to be shipped, destination, route, rate and time of shipment



- Document items shipped by recording identifying information of items and transport information including internal shipments
- Assist with the weekly inventory process
- Maintain shipping materials/supplies by keeping required inventory levels, anticipate needed materials, placing orders, and verifying receipt of materials
- Fill out daily logistics reporting and daily shipping status reports
- Work with the sales department when customer orders require additional information
- Provide excellent customer service when answering phones, taking messages and helping customers with any problem they may be expressing. This includes internal and external customers
- Fluent understanding of customs requirements to answer questions from foreign regulators, dealers/distributors and forwarders
- Communication with freight company representatives regarding rates and other issues
- Insure fair, equitable and respectful interactions with co-workers, vendors and customers
- Active member of the Assembly Team, working alongside the Assembly Team members and perform all tasks generally assigned to the Assembly Team
- Assist with other duties as assigned by the Operations Manager

#### **Employment Details:**

#### **Position Type and Expected Hours of Work**

- This is a full time non-exempt hourly wage position with a flexible schedule between M-F 8-5 with occasional nights and weekends. This position will fall within the wage guidelines as described in the Rekluse Operations Scoping Document contained in the Employee Handbook.

#### **Physical Demands**

While performing the duties of this Job, the employee is regularly required to stand. The employee is frequently required to walk; use hands and have finger dexterity; reach with hands and arms, talk or hear. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to adjust focus.

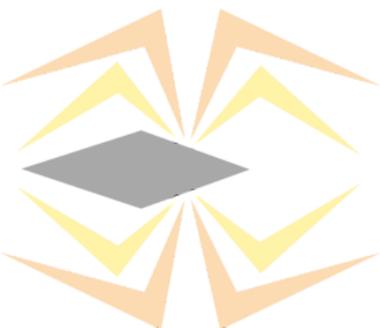
#### **Work Environment**

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts. The noise level in the work environment is usually moderate. Personal Protective Equipment is required including but not limited to gloves, safety glasses and hearing protection.

#### **Communication Interfaces:**

This position reports directly to the Assembly and Shipping Lead, who may direct you to other company resources to help resolve any issues

#### **Contact:**



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Physical application can be filled out in person: 12000 W Franklin Rd Boise, ID 83709

**OR**

Resume can be sent to:

Amanda Mumford – Human Resource Manager

[amanda@rekluse.com](mailto:amanda@rekluse.com)

