



POSITION TITLE: Shipping Associate

REPORT TO: Operations

LOCATION: Columbia, Maryland

PT/FT/TEMP: Non-Exempt

For over 40 years B/A Products has designed and developed products that are industry standard for OEM's and end-users of the Towing, Vehicle Recovery, Fire, Rescue, Auto Transport, Industrial, Agricultural industries and more.

POSITION SUMMARY

Provides hands on support of the shipping department. This position requires pulling and packing of customer orders. This includes all small packages and LTL shipments.

KEY RESPONSIBILITIES

- Inspects production to ensure accuracy, completeness, quality and compliance with orders
- Understands operating documents, bills of materials, drawing, orders and other records to determine priorities, work assignments, and methods required to meet sewing schedule.
- Schedules, prioritizes, and expedites customer orders
- Promote safety and company safety initiatives.
- Ensure productivity of workload in support of customer requirements.
- Ensure quality and accuracy of transactions and orders.
- Ensure on time completion of customer orders.
- Support company policy and procedures.
- Willingness to cross train and work in all operations departments as needed to support the business.
- Support continuous improvement initiatives, projects, and kaizen events.
- Maintains a neat and orderly department

Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

COMPETENCIES

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

Problem Solving - Identifies and resolves problems in a timely manner; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics

Communication - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods

Teamwork - Balances team and individual responsibilities; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed

Team Leadership - Fosters team cooperation; supports group problem solving; ensures progress toward goals; acknowledges team accomplishments

Diversity - Shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment



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COMPETENCIES (CONT.)

Judgement - Supports and explains reasoning for decisions; makes timely decisions

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; organizes or schedules other people and their tasks

Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

High school diploma or general education degree (GED); or twelve months related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Forklift Certification

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, customer orders, work instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge of ERP System, Email software, Word Processing software; Excel Spreadsheet software.

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



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PHYSICAL DEMANDS (CONT.)

individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk and talk or hear. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places and outside weather conditions. The noise level in the work environment is usually moderate.

Support warehouse production hours, weekday and weekend overtime as needed, and flexibility to support dynamic customer requirements.