

START THIS WEEK - Direct Hire

Immediate need for Freight Verifiers.

*** Selected candidates will be contacted to attend an information session this week***

Distribution Technology recently celebrated 50 years of excellence. We continue to partner with our clients and onboard exceptional team-members under our core values of Trustworthiness, Passion, Team Development, Flexibility and Appreciation.

We are seeking driven individuals to join our team and work in one of our fast-paced, high-demand and hands-on Warehouse environments.

We have the following openings:

1 on Weekend shift (Saturday, Sunday, Monday; 12hr shift starting at 5a.m.; +weekend shift differential.)

3 on Night shift (Monday through Friday 6:30p.m. — 4:30a.m; some Saturdays will be required based on business need; +night shift differential.)

JOB DESCRIPTION

PURPOSE: Perform a variety of receiving functions that include team breakdown directions, counting, scanning UPC codes to correctly identify products, sort and segregation of short and damaged products, generate item labels and apply them accurately to club merchandise, complete all required inspections, complete and process the receiving package and obtain all applicable Supervisor signatures, and ensure each pallet meets all club requirements. Process all loose freight accurately creating PYBL labels and slot each label in the correct slot.

ESSENTIAL FUNCTIONS:

- Retrieve and review the receiving package from the designated area in preparation for the receiving process to begin.
- Log into the WMS and start the LOS process for all appointments that are on time. Log into the Yard Management System if the carrier is late for their appointment as noted on the bill package to start the Level of Service.
- Complete the food grade process and document the results on the appropriate form per the Standard Operating Procedure (SOP).
- Log into the Warehouse Management System (WMS) and input the appropriate information into the receiving screen to start the process.
- Instruct the unloading team as required to properly configure each shipping unit.
- Locate and scan the UPC code on each item on the receipt, physically count the item per unit, key the verified quantity into the WMS to accurately generate the shipping label, print the correct number of labels based on the receiver distribution, and prepare to label the item.
- Examine each unit to ensure it meets all required club standards, code any unit that requires correction, and accurately apply the label.
- Communicate any discrepancy such as but not limited to overages, shortages, or damage (OS&D) to the Receiving Lead.
- Complete all required fields in the WMS and the receiver to record all OS&D information. Obtain all Supervisor signatures on the document prior to finalizing the receipt.

- Complete the receiving bill package, trailer control record, match all other receiving package documents and forward the complete package to the Freight Bill Clerk.
- Finalize each receipt in the Yard Management System.
- Sort each item on the receipt and apply the correct pick by item label for processing through loose freight. Assist in breaking down pallets, layer stacking product, wrapping, or changing pallet configuration as required.
- Follow work order instructions and best practices as outlined in the SOP and maintain production standards.

QUALIFICATIONS:

- Be able to read and write and possess basic typing skills for data entry.
- Be able to demonstrate basic math skills, including the ability to add, subtract, multiply, and divide three-digit numbers.
- Effective comprehensive and verbal and written communication skills.
- Demonstrate the ability and dexterity required to operate a manual or electric pallet jack, and an electric or propane powered class 1 to 3 lift truck, or other material handling equipment as required to support the receiving process.
- Must be eligible and obtain lift truck certification.
- Attention to detail.
- Sense of urgency in a fast pace environment.

REQUIRED EXPERIENCE:

- One-year lift truck experience.
- Two years of warehouse receiving experience.
- Five years good work history.

PHYSICAL ABILITIES AND WORKING CONDITIONS:

Ability to bend, twist, stoop, reach, climb ladders, lift materials up to 75 lbs.; move materials up to 600 lbs. using a pallet jack or other equipment as certified. Requires sufficient hand, arm, and finger dexterity to lift boxes, and operate forklift trucks as certified. Requires visual acuity to read words and numbers. Be able to work in an ambient warehouse environment, which includes hot, cold and dusty conditions. Be able to stand and walk for extended periods up to and including entire shift as required.

The description above represents the most significant duties of this job and do not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the essential functions assigned. This description is subject to change without notice.

Pay: From \$16.75 per hour