

AUSTIN TARP & CARGO CONTROLS



JOB OVERVIEW

JOB TITLE	SHIPPING AND RECEIVING
DEPARTMENT	TARP AND CARGO CONTROLS
LOCATION	2901 STEWART CREEK BLVD., CHARLOTTE, NC 28216
REPORTS TO	PRODUCTION SUPERVISOR

GENERAL JOB DESCRIPTION SUMMARY

Provides unpacking and inspection of incoming and outgoing shipments. Performs Tarp Production in conjunction with Shipping and Receiving duties.

DUTIES & RESPONSIBILITIES

Verify, track and record incoming and outgoing shipments. Prepare items for shipment. Rejects, record and rectify material shortages. Operate fork-lift and hand truck to transport, convey and hoist shipments from receiving area to storage/work area. Perform comparative analysis of information, inventory, weight and/or measurements of incoming and outgoing shipments. Verify information against bills or lading, invoices, orders and other records. Forward packing slips to accounting. Determine methods of shipment utilizing knowledge of shipping logistics. Affix completed shipping labels to packed cartons with the use of stenciling equipment, stamp and glue. Assemble wooden, cardboard and preassembled containers for shipments. Securely package items using spacers, fillers and protective padding. Nail covers on wooden crates and bind containers with the use of metal tapes/straps. Post weight and shipping charges. Unpack and inspect incoming shipments. Correspond with external shippers to rectify damaged and shortage of products. Deliver incoming shipments to all departments. Examine outgoing shipments to ensure specifications and requirements are met. Maintain company inventory and shipping materials/supplies. Receive, track and report damaged, or defective goods returned to establishment. Maintain tarp stock in Sales Showroom. Provide weekly assistance to Tarp Counter Sales to ensure product inventory meet customer demands.

EDUCATION & TRAINING

High School graduate or equivalent preferred.

KNOWLEDGE & EXPERIENCE

Minimum 2 years of experience in one or a combination of trades: Tent, Camping, Marine Canvas, Construction, Manufacturing and/or Retail. Welding vinyl with the use of a weld machine. D-Ring and Grommet installation.

SKILLS AND ABILITY NEEDED

Strong attention to detail. Solid verbal and written communication skills. Insight to plan and layout job/work orders. Read measuring equipment with 1/8". Inventory raw materials and supplies. Layout custom work orders for painting with stencils. Complete materials list and track time for job/work orders. Operate grommet machine. Work under minimum supervision. Efficient time management. Operate Fork-Lift. Measuring, marking, cutting and painting of vinyl, mesh and canvas according to custom work orders. Welding vinyl according to measurements. Installing grommets and D-Rings to vinyl and/or tarp. Assist in stocking Tarp Sales Showroom. Provide customer service assistance for Tarp Sales Counter. Receive daily inventory and supplies. Calculate accurate yardage for job/work orders.

WORKING CONDITIONS

WORK ENVIRONMENT	Workshop Environment in a climate-controlled facility. Exerting up to 75 pounds of force frequently or regularly to lift, carry, push, pull or move objects. Standing on concrete floors for long periods of time. Physical activity includes standing, walking, fingering, grasping, pinching, reaching, feeling, talking, hearing, bending, kneeling and repetitive motions. Frequent walking and standing required where electric, pneumatic or hydraulic machinery are operated. Must be able to professionally interact with co-workers and employees within the organization.
HOURS / SHIFTS	Monday – Friday, 7:00 a.m. – 3:30 p.m., with occasional overtime as required.
SALARY/HOURLY PAY RATE	\$14 - \$16 per hour, Permanent, full-time. Pay based on skill level and experience.
BENEFITS	Weekly pay, paid holidays, vacation time, medical benefits, Dental, Vision and Life.
OTHER	Willingness to cross train and perform the work of other job tasks when necessary.