

Job Description

Title: Shipping & Receiving Associate

Updated October 30, 2018

Location: Atlanta, GA 30331

Reports to: Shipping Supervisor

Purpose:

Sto Corp. (Sto), a global innovation leader of façade insulation (EIFS) and high performance coatings, is seeking a Shipping & Receiving Associate.

The individual is responsible for processing all transactions in the Shipping and Receiving Department. Primary duties include inspecting and unloading of incoming materials (including bulk deliveries); unloading and loading transfer trucks between the main plant and offsite warehouse; preparing orders and loading trucks for outbound shipments; processing parcel shipments; preparing the necessary shipping paperwork; closing the deliveries and shipments in the computer system; and maintaining a clean, organized, work area.

Job Responsibilities (includes, but not limited to):

- Receive inventoried and non-inventoried materials according to plant work instructions.
- Prioritize, prepare and stage customer orders as per pick lists; load materials onto a variety of different truck types; process orders as shipped in SAP.
- Pull partial pallet orders and prepare for shipment.
- Maintain the Shipping & Receiving warehouse, loading docks and outside storage areas in a safe and organized fashion at all times.
- Comply with all occupational safety and health practices and policies. Comply with Quality System procedures.
- Perform daily forklift inspections and ensure all safety devices are in proper working order, bringing any non-conformances immediately to the attention of the Supervisor.
- Use SAP to perform the following: print pick lists, BOL's, and PO reports; process shipments; process deliveries; receive materials; look up PO's, orders, and shipments as needed.
- Use a personal computer to look up scheduled shipments on the CH Robinson website.
- Prepare and process parcel shipments using the UPS software.
- Communicate with customer service, the carriers, and the offsite warehouse as needed to coordinate deliveries and shipments.
- Participate in regular cycle counting and investigations for discrepancies and ensure the accuracy of inventories.
- Coordinate pickup of scrap material (pallets, plastic, totes, etc.) and waste dumpsters.
- Other duties as assigned.

Education:

- High school diploma or equivalent.

Requirements:

- Self-motivated individual.
- 1-3 years of experience in a manufacturing environment in one or more of the following areas: shipping, receiving, or shipping/receiving clerical.
- Must be able to operate and maintain a Forklift certification (sit-down--required,

stand-up/reach lifts--desired).

- Must be able to read/comprehend written and oral instructions in English; read and comprehend safety rules, operating and maintenance instructions, procedure manuals and material identifications.
- Must have mathematical skills to add, subtract, multiply and divide and the ability to perform these operations using units of weight measurement, volume, and distance.
- Must be able to effectively communicate in English one-on-one and in small group situations.
- Must be able to communicate via email.
- Must have ability to reason and address problems involving a few concrete variables in standardized situations.
- Must have manual dexterity sufficient to operate a wide variety of small hand tools, scales, hand trucks, utility knives, and computer equipment.
- Experience using personal computers (Internet Explorer, Microsoft Office applications) and an ERP system, like SAP.
- Knowledge of standard shipping and receiving procedures.

To Apply:

- Submit resume to Jobs@StoCorp.com. Job ID: SRA