

# Receiving/Shipping Warehouse Technician

TCR Composites is a manufacturer and supplier of composite prepreg materials located in Ogden, Utah; serving customers globally. TCR Composites is a growing company offering a good work environment, challenging career opportunities, and a comprehensive benefit package. We are currently seeking a Production Operator. TCR does not offer a relocation package.

## Job Summary/Objective

The Warehouse Technician manages all efforts associated with warehouse movement and of materials and support items within TCR Composites. The key focus is to ensure materials and support items are accurately identified, verified and delivered to the proper locations in a timely manner. Maintains close working relationships with TCR's receiving, shipping, quality, and production organizations.

## Essential Functions

- Manages incoming material deliveries to assist Receiving department by:
  - Unloads truck deliveries using forklift or floor jack or by hand carrying items
  - Inspects incoming goods for damage and reports noticeable damage as necessary
  - Verifies incoming goods are correctly identified on Packing Slips and delivery notices
  - Creates identification labels to affix to items for accurate verification and tracking
- Ensures applicable incoming goods are secured in receipt storage until QA acceptance is complete and/or authorized, then moves goods to appropriate physical Inventory location
- Coordinates with Receiving, Production and Schedule Planning personnel to ensure timely delivery of proper materials is provided to the Production Stores for manufacturing
- Assists Receiving and Shipping department with all required duties
- Collects materials from Production - returns, counts, and verifies quantity returned, then labels and marks details of items before returning materials to proper Inventory location
- Coordinates specific details of materials with Materials Control Manager for entry into ERP system to use as company-wide visibility of available items
- Performs weekly, monthly and cycle inventory counts
- Maintains organization of inventory goods for ease of locating and monitoring stock
- Assists Shipping personnel with finished good preparation, as necessary, including:
  - Verifying package contents for accuracy of item and quantities
  - Palletizing, wrapping and banding items
  - Loading trucks for shipment pickups
- Assists Production team by delivering materials or support items to Production area as necessary
- Maintains a shop floor and office workspace in clean and orderly condition, in accordance with internal safety regulations
- Participate in internal or external export compliance training a minimum of once/year
- Maintains security of receiving doors and dock area

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## Competencies

- Good written and oral communication
- Able to follow verbal and written instructions
- Planning, organizational, and time management

## **Competencies con't**

- Make and meet commitments
- Attention to detail
- Problem solving and decision-making
- Manage stressful situations
- Motivated, reliable, and able to work both independently and in a team environment
- Good attendance and punctuality

## **Required Education and Experience**

- Experience in manufacturing environment or order picking setting
- Working understanding and use of Microsoft Suite programs
- A valid driver's license and good driving record

## **Required Certifications**

- Obtain industrial certifications, as required, to perform all material handling responsibilities associated with goods received, including but not limited to:
  - *Mobile Equipment Operator Qualification (Forklift)*
  - *Department of Commerce Export Compliance Training Program*

## **Supervisory Responsibility**

This position has no supervisory responsibilities.

## **Work Environment**

Exposure to various noise levels can be expected, as well as, work performed in proximity to moving mechanical parts.

## **Physical Demands**

- Regularly required to talk and hear
- Position requires sitting, standing, walking, bending, kneeling and stooping
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus
- Fine motor skills, dexterity and eye/hand coordination
- Ability to lift 50 lbs

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

Position is full-time, hourly position; 40 hours per week, Monday-Friday 7:30-4:00. Overtime as required.

## **Travel**

No travel is expected for this position.

## **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## **EEO Statement**

The Company does not discriminate against any employee or applicant because of the following legally protected characteristics: race, color, religion or creed, national origin, sex, sexual

orientation, gender identity, pregnancy (including childbirth, lactation and related medical conditions), age, marital status, physical or mental disability, veteran status, genetic information (including characteristics and testing), or any other characteristic protected by federal, state or local law. This policy covers all personnel practices, including but not limited to hiring, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, selection for training and employee benefits.