

D.A. Inc.

Our Mission: To be recognized in the plastics industry as "The Custom Injection Molder" while acquiring the trust of the customers and contributing to society.

Position Description

Position Title: Shipper Receiver
Department: Shipping
Reports To: Shipping Supervisor
FLSA Type: Non-Exempt

The statements included in this Position Description reflect, in general, the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

COMPANY CONFORMANCE STATEMENTS

In the performance of their respective tasks and duties all associates are expected to conform to the following:

- Adhere to all environmental and safety policies/procedures and immediately report any violations. Perform all work with the mindset of safety first.
- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other associates, customers and suppliers.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communication and coordinating work efforts with other associates and organizations.

1. GENERAL FUNCTION

Responsible to prepare all shipments as per customer specifications to meet the required ship date & to receive, maintain & store customer supplied packaging to ensure readiness for use by Production.

2. JOB REQUIREMENTS

** Essential **

- A. Prepare & palletize shipments according to customer requirements.
- B. Able to follow work instructions without close supervision.
- C. Prepare documentation for shipments as needed.
- D. Maintain 5S standard for warehouse & responsible areas.
- E. Maintain & prepare customer supplied packaging for use.
- F. Track receipt of customer packaging & use of expendables to meet customer demand.
- G. [Support molding as relief operator as needed.](#)

3. QUALIFICATIONS

- A. Must be able to operate a forklift.
- B. Must have a good driving record.
- C. High School Diploma or Equivalent.
- C. Good communication skills.
- D. Must have adequate score on: Math test.

4. PRINCIPAL ACTIVITIES

- A. Must be able to stand/walk greater than 7.5 hours a day.
- B. Must be able to lift 60 lbs.
- C. Must be able to lift, bend, stoop, push and pull frequently.
- D. Must be able to wear safety shoes.
- E. Must be able to wear hard hat, dust mask, and ear plugs.
- F. Must be able to wear safety glasses.

5. TRAINING REQUIREMENTS

See Shipper Receiver Training Requirements

Associate Signature_____

Date_____

Human Resources Signature_____

Date_____