

JOB POSTING

Position Title: Shipping Assistant
Reports To: Shipping Supervisor

Position Summary:

Perform all tasks in order to handle the internal logistics required to receive, send and store material and to assist the Warehouse Supervisor. During any absence of the Supervisor, the Assistant must be able to assume the duties of the Supervisor in order to ensure the same level of service and delivery. Must be able to work periodic overtime assignments.

Knowledge, Skills and Abilities:

- Time Management – Manages his time and attendance to run the day to day operations.
- Warehouse Skills – Knowledge of metric and imperial system, operate forklift, power tools, lifting devices and cranes.
- Logistic Skills - Ability to coordinate subcontractors and shipping agencies when the Warehouse Supervisor is absent.
- Computer Skills – MS Office products, Windows
- Reading and Communication - Need to read and comprehend documentation (e.g. loading bills) and to create internal reports. Must be able communicate to customers and internal personnel in a professional manner.
- Safety – Demonstrate personal responsibility in safety equipment and policies in the warehouse and to related tasks in all KSB areas.
- Material Management – Must be able to overview the economical impact of the material on hand and schedule the auxiliary material for the needs of the warehouse.
- Detail Oriented – Attention to detail (parts, identification numbers, component part numbers, bill of lading, packing lists) when retrieving, packing, and shipping for KSB

Tasks / Responsibilities:

- Ensure quality and quantity of work in accordance to KSB standard.
- Responsible for control of the handling, storage, and flow of finished product through warehouse area during Supervisor absence
- Keep usage of material for orders at a minimum level.
- Follow guidelines of ISO 9001; ISO 14001; ISO 18001
- Interface with internal and external individuals.
- Organize and maintain a safe and clean work area.
- Manually handle, repack, or restack pallets of finished product. Must be able to lift up to 50 pounds.
- Prepares truck orders for shipping, unloads containers; packs orders and applies packing slips to orders and palletizes cartons.
- Suggest improvements for internal processes or products.
- Ensure the usage of proper safety and personal protective equipment.
- Support mechanics as needed in pump assembly and repair areas
- Perform equipment maintenance as scheduled

Education / Experience:

High School Diploma or equivalent required. Minimum 1 year experience in manufacturing environment.

Interested candidates should submit an internal application and attach an updated resume to careers@ksbusa.com or contact Human Resources at 804-565-8334.

EOE/M/F/D/V Drug Free Environment