

A.E. Petsche Co.

POSITION TITLE: Warehouse Shipping Assistant

Position Summary:

Primary responsibilities of this individual will be to assist in the shipping area as well as general warehouse upkeep.

Duties/Responsibilities:

- – **Respool & Repackage** – Use respooling machine to spool wire and other materials onto various size reels. Repackage goods & label individual containers with part number & other labels.
- – **Use Material Handling** - Equipment to wrap, band & weigh palletized freight for shipment
- – **Restock Shipping Supplies** – Maintain proper stock levels of spools, boxes, packing, & tapes in shipper work areas. Maintain organization of bulk storage areas of shipping supplies.
- – **Trash & Recycle Materials** – Empty trash containers in shipping area & warehouse into dumpster as necessary. Remove full Gaylord boxes of recycle materials from shipping area & replace with empty Gaylord.
- – **Material Scrapping** – Assist with disposal preparation of scrap wire and other materials for recycling.

Qualifications:

- Familiar with use of basic Microsoft PC software such as Word, Excel, Outlook.
- Good knowledge of general office equipment such as fax, copier, scanner, and typewriter.
- Good phone and communication skills desirable.
- Experience with material handling equipment (i.e. forklift, pallet truck, etc.) very important.
- Able to lift packages in excess of 50 pounds.
- Organizational skills and initiative very helpful.
- Understanding of other A.E. Petsche Company department responsibilities desirable.
- Familiarity with A.E. Petsche Company IT Systems/AS400 capabilities desirable.

Additional Information

Position Type: Full Time

Contact Information

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