



POSITION DESCRIPTION

TITLE: Warehouse Shipper
REPORTS TO: Warehouse Supervisor
DEPARTMENT: Warehouse

STATUS: Non-exempt
EEO CODE: laborer
ORIGINATION DATE: 10/22/2007

JOB SUMMARY: Prepare, package and process shipments for international and domestic customers. This may require use of computers, emails, scanners, forklifts, and other material handling equipment.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Process and repackage – materials picked will be repackaged to customer needs specified. Including respooling wire, re-bagging small parts, and special labeling. Processed orders may require additional inspections and forms.
- Prepare shipments – package materials are then prepared for shipment via various small package, LTL, and air carriers. This may include special documentation, labeling, and international documents.
- Computer technology – all processes are performed using a computer based shipping system.

COMPETENCIES:

Minimum	Preferred
<ul style="list-style-type: none"> • Forklift trainable • QDIS trainable • Attention to detail very important 	<ul style="list-style-type: none"> • Certified material handling equipment • Organizational skills • Self starter

TECHNICAL/FUNCTIONAL SKILLS & KNOWLEDGE:

- Computer literate in Microsoft Office and AS400
- software
- Phone and communication skills
- Good knowledge of general office equipment such as fax and copy machines

QUALIFICATIONS:

- Minimum Qualifications:**
- must have good vision and ability to determine colors
 - must have basic comprehension skills
- Preferred Qualifications:**
- at least 1 year previous shipping experience
 - high school diploma or equivalent work experience

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Standing and Walking:	More than 80%
Hand and Finger Dexterity:	More than 85%
Talking and Hearing: (via phone/in person)	More than 85%

Close Vision:	More than 70%
Lifting (10 to 50 lbs):	Frequently
Lifting (> 50 lbs):	Occasionally

This position description is meant to describe the typical kinds of duties or difficulty level that may be required of positions with this title. The use of a particular expression shall not limit or exclude other duties or difficulty levels not mentioned. This position description is not meant to limit or modify AEP's right to assign, direct or control the work assigned to this position.