

**Position Profile:**

The purpose of the Shipping Tech role is to assist in the timely and accurate processing of all customer orders as they progress through the shipping process.

**Work Responsibilities:**

- Arrange finished goods into storage areas on the floor, racks, and shelving.
- Prepare for the daily shipping tasks by making boxes, loading air-fill equipment, labels, tape guns, etc.
- Read radio frequency monitor and pack orders for shipping to customers.
- Pick materials from the racks, shelves, pallets and place them in boxes on the roller belt, ensuring FIFO in the process.
- Scan bar codes, check for accuracy, verify order and correct mistakes if necessary.
- Arrange order inside shipper to minimize shipping cost and maximize safety of product.
- Pack, seal, and palletize each box.
- Notify supervisor of stock shortages or equipment issues.
- Keep shipping area, floors, shelves, racking clean and free of obstruction.
- Deliver daily shipping to the loading dock and load the trailers.
- Empty all trash containers and deliver to dumpsters.
- Assemble or re-assemble racking to the needs of the department.

**General Responsibilities:**

- Supports CURiO Cornerstones and strives for individual leadership by using cornerstone behaviors in the workplace and in daily decision making.
- Follows all policies and procedures of the company. Works cooperatively with all departments, maintaining a positive work atmosphere by acting and communicating in a manner that promotes cooperation with co-workers, supervisors, and managers.
- Actively seek individual development through taking advantage of opportunities for skill enhancement. Keep up to date with the latest best practices, trends, concepts, and regulations in the specific job area.
- Manage time effectively, meet personal goals and work effectively with other members of the team to meet CURiO goals.
- Follows all safety guidelines and policies. Makes supervisor/manager immediately aware of any observed safety issue. Keeps work area clean, safe, and organized.

Position requires extended work hours as necessary to meet seasonal deadlines. Performs other work as assigned.

**Minimum Qualifications**

- High School Diploma or equivalent
- One year experience in a warehouse, distribution or production environment.

**Computer and/or software qualifications:**

- Minimum of basic level of computer proficiency

**Core Competencies:**

- Ability to communicate and interact effectively with managers and co-workers
- Demonstrated ability to function in a fast-paced, ever changing, deadline driven environment
- Ability to complete mathematical calculations to work assignments
- Strong planning and organizational skills
- Exhibits a high tolerance for stress
- Ability to process, maintain and protect company confidential/proprietary information
- Ability to maintain a strong and consistent attendance history.

**Travel Requirement:** Less than 5%

**Working Environment and Physical Demands:**

- Distribution and warehouse with constant walking, standing, bending, stooping, reaching and pulling required. The work environment is frequently in non-conditioned space with moderate noise levels.
- Occasionally required to lift and/or move items weighing 25 – 50 pounds.
- While performing the duties of this job, the employee is regularly exposed to dusty and fragrant conditions, varying temperature levels, work near moving mechanical parts, and high noise environments.

*\*\* Note: This job description does not restrict CURIO's right to assign or reassign duties or responsibilities to this job at any time. This document does not create an employment contract, implied or otherwise. It does not alter the "at will" employment relationship between the company and the employee.*