



**Warehouse Shipping/Receiving**

**Primary Location: West Chicago, IL**

**Reports to:** Inventory Control Manager

**Description:**

A leader in the natural gas industry since 1976, GROEBNER is a distributor and manufacturers' representative focused on natural gas companies and contractors. Now third generation led, we are proud to be family owned and operated for more than 50 years. Team GROEBNER has more than 650 years of combined industry experience and focuses every day on providing safe, reliable products, training, and services to our customers in support of their ever-changing needs.

**SUMMARY:**

This position is to support warehouse operations by receiving incoming material and inventory items and checking the contents of packages against packing lists and manifests, shipping outgoing material to ensure correct items are shipped to customers and entering orders for walk-in customers.

**Responsibilities:**

- Read customer orders, work orders, and shipping orders to determine items to be moved, gathered or distributed and/or shipped
- Move materials and items from receiving or storage areas to shipping or to other designated areas
- Assemble customer orders from stock and place orders on pallet or shelves, or relocate orders to a holding area or shipping department
- Assist with orders for walk-in customers with a professional/friendly/positive attitude
- Ensure completed customer orders are accurate and verify with initials
- Ensure second person verifies and initials all completed customer orders
- Open boxes, containers, cartons and/or packages used for shipping
- Use computer hardware and software to generate labels and maintain equipment
- Label and package daily shipments
- Maintain and organize adequate shipping supplies
- Use manual pallet jack and/or forklift as needed
- Ensure that products processed for shipping are delegated to correct courier
- Oversee incoming and outgoing shipping activities to ensure accuracy, completeness and conditions of shipments
- Assist in shipping and receiving truck shipments
- Greet all customers, delivery personnel, and staff with a professional/friendly/positive attitude
- Arrange transportation that optimizes service and cost
- Inspect incoming materials and notify appropriate staff of potential quality issues
- Direct movement of shipments to appropriate work areas
- Investigate and solve customer problems and issues
- Notify appropriate staff when customer returns are received into the warehouse
- Assist with inventory cycle counts
- May assist with facilities maintenance duties as needed
- Sweep, dust and mop
- Assist in other areas as needed and perform other duties as assigned

- Completes projects assigned by management on a timely basis
- Perform other various duties as assigned
- Work with the GROEBNER team on special projects

**Safety:**

- Forklift knowledge and certification
- Must follow all safety rules and/or processes
- Ensure shipping area and warehouse is organized and clean at all times and meets all compliance factors
- Ensure shipping area and warehouse is accessible and safe for salespeople and customer traffic

**Skills:**

- Excellent verbal and written communication skills
- Problem analysis and problem-solving skills
- Knowledge of shipping programs for parcel and/or freight
- Detail oriented
- Excellent customer service skills

**Work Environment:**

- The employee frequently is required to stand; walk; and stoop, kneel, or crouch
- The employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear
- Required to stand and walk majority of workday
- Required to lift and/or move up to 70 pounds
- Must be able to handle some outdoor exposure during the workday which entails different temperatures with the changing seasons

**Qualifications:**

- High School Diploma or GED
- Experience in shipping/receiving a plus
- Forklift knowledge and certification a plus

**Note:** *The above information on this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.*