



# Shipping and Receiving Specialist

The Shipping and Receiving Specialist is essential in the Operations Department of HaF Equipment. Supporting the Facilities Manager, they will assist in the daily functions surrounding goods transferring in and out of the facility. Some key pieces include maintaining current records within our ERP system, quality evaluations, and final assembly of mechanical machinery/equipment.

## Accountabilities

- Coordinate parts and supplies
- Operate forklift
- Final assembly and shop preparation of equipment
- Complete transfer orders of parts in D365
- Coordinate shipping, receiving, and stocking
- Maintain and improve the cleanliness of facilities
- Quality evaluations

## Daily and Monthly Responsibilities

- Assisting with shipping/receiving processes, including loading and unloading product
- Ensuring that warehouse grounds are kept clean and orderly
- Inspection of empty trailers before loading to ensure no contamination
- Perform inventory counts to ensure inventory control and security are maintained
- Ensure inbound, and outbound shipments are accurate and free of damage
- Load, unload, move, stack, and stage products and materials, and equipment using a forklift
- Ensure accurate counts are recorded before any movements into or out of inventory
- Complete quality inspections on received product per drawing and precise design specifications, including; dimensional, weld, and finish specifications

## Job Characteristics

- Highly accountable work environment
- Fast-paced environment though with a focus on thorough and accurate deliverables
- Team focused – willing to pitch in
- Deadline driven

## **Skills and Qualifications**

- Ability to work with a computerized ERP control program
- At least two (2) years of forklift operating experience within the past five (5) years
- Ability to read and comprehend engineering drawings
- Ability to use quality control instrumentation for measuring physical dimensions, material finish profiles and paint thickness
- Strong mechanical aptitude
- Strong attention to detail and passion for organization