



Shipping

Classification

Non-Exempt

Reports To

Director of Operations

Date of Last Position Description Review

11-27-2018

Job Description

Position Objective

Responsible for efficiently and safely transporting communications, materials and products and other items to and from offices, vendors and customers.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Keep track of MIN/MAX orders and make sure correct information and documentations are communicated with planning department after fulfilling orders.
- Ensure packages have packing slips and labels following FOD specification and PO requirements.
- Ensure packages are sorted with designated routes throughout the day.
- Preparing Daily reports and metrics for meetings and internal/customer communication.
- Maintain and complete Part Marking per customer requirements for identification. And part mark machine maintenance.
- Tracking inventory and work order to ensure delivery is on the schedule.
- Lead and oversee all packing and shipping functions and staff including training and performance management.
- Track and follow-up on material transported to outside vendors for outside processing (finishing, testing, etc.). Report delays and updates as appropriate.
- Coordinate with Production and Inventory controller to create and manage shipping schedules to meet customer needs and ensure profitability.
- Prepare all freight documents for domestic and international shipments and forward completed documents as required.

- Conduct cycle counts and inventory adjustment activities.
- Certify that all final shipping of products meets government and customer specifications and all required documentation is enclosed.
- Work closely with Quality Assurance, Purchasing, Sales, and Production Departments to ensure the Company's quality and on-time delivery standards are not compromised.
- Maintain accurate inventory levels on finished goods, raw material, and packaging materials.
- Participate in AS9100 and other standards development and maintenance.
- Own AS9100 and other standard processes and procedures related to the department.
- All other task and responsibilities assigned by direct manager if not listed here.
- Other duties as assigned.

Key Competencies

- Good driving record.
- Critical evaluation.
- Spatial skills.

Supervisory Responsibility

This position oversees the Courier/Delivery Driver.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment. Occasionally this job may require time spent in areas that require donning PPE.

Physical Demands

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.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must occasionally lift or move office products and supplies, up to 40 pounds without assistance.

Position Type

Full-Time, Permanent

Expected Core Hours/Days of Work

Expected core hours of work are 7 a.m. to 4 p.m., Monday through Friday. Evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although occasional out-of-the-area and overnight travel may be expected.

Required Education/Experience

Requirements may be waved at the discretion of the CEO.

- A High School Diploma or General Equivalency Diploma.
- Able to read maps and follow written or verbal geographic directions.
- A good driving record without any serious infractions during the last five (5) years, and no more than one moving violation in the last 24 months.
- Proficiency in Microsoft Office Suite, with emphasis on Excel, Outlook and Word.

Preferred Education/Experience

- Previous experience in aerospace Shipping.
- Previous forklift experience (3 years) preferred.

Additional Eligibility Qualifications

- N/A

Work Authorization/Security Clearance

Must qualify for EAR, ITAR clearances.

EEO Statement

AE Management Co., and Etezazi Industries, Inc., provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, AE Management Co., and Etezazi Industries, Inc., comply with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

AE Management Co., and Etezazi Industries, Inc., expressly prohibit any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of AE Management Co.'s and Etezazi Industries, Inc.'s, employees to perform their job duties may result in discipline up to and including discharge.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

_____ Manager Name (Printed)	_____ Manager Signature	_____ Date
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_____ HR Manager Name (Printed)	_____ HR Manager Signature	_____ Date
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_____ Employee Name (Printed)	_____ Employee Signature	_____ Date
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