

Job Description
Shipping Associate
Century International Arms, Inc.
Century Arms, Inc.

Reports to: Shipping Supervisor
Location: Vermont

Position Type: Full-Time

Summary of Position Mission

Responsible for the safe and damage free packaging of all products and parts in the Warehouse in order to meet the Company's shipping schedules.

Responsibilities

- Prepares all products for outgoing shipment according to shipping schedules
- Properly packs customers merchandise in accordance with Company standards
- Properly verifies serial numbers and conditions of firearms at time of packing orders
- Performs disposition of firearms on open account orders
- Performs proper invoicing and data entry for mail order customers against pick ticket
- Provides support to other Warehouse areas as directed
- Completes all paperwork timely and accurately
- Progressively improves upon and maintains acceptable pace of work being performed in accordance with Company standards
- Stays on task with assigned duties at all times
- Adheres to all employment policies/safety policies/practices required by law/established by Company
- Wears all necessary Personal Protection Equipment directed by Company at all times
- Demonstrates sound working knowledge of firearms safety
- Maintains and keeps workstation and department area clean
- Reports any maintenance and/or safety issues to immediate supervisor
- Demonstrates a positive attitude toward co-workers, other departments and the Company
- Maintains respect, courtesy and professionalism towards all co-workers and the Company
- Regulatory Compliance
- Maintain ERP system integrity
- Actively participate and support the 5S process within the work area on a daily basis
- *Other duties will be assigned as required.*

Qualifications & Knowledge Required

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. These requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to use a variety of tools/equipment required for shipping process
- Ability to use computer system to pack and invoice against pick tickets
- Must be capable of following all established environmental safety protocols required by OSHA/Federal/State agencies and Company
- Must interact effectively with a variety of people
- Ability to operate small hand tools
- Ability to move objects as requested and necessary

**Job Description
Shipping Associate
Century International Arms, Inc.
Century Arms, Inc.**

- Ability to accept and follow directions
- This position requires attention to detail as well as the ability to follow directions and organize and prioritize accordingly

Working Conditions

Work is normally performed in a climate-controlled office environment and throughout a heated manufacturing and warehouse facility. Exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of light manufacturing, shipping and receiving, and normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

Physical Demands

The physical demands and work environment characteristics 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:

- Be able to lift objects up to 65 lbs.
- Frequent and repetitive lifting, pushing and pulling of objects
- Frequently stand and walk throughout the day
- Occasionally required to stoop, kneel and crouch

Disclaimers

- This job description should not be interpreted to be a complete list of all the duties and responsibilities performed by the jobholder. To maintain organizational flexibility, management has the discretion to add, drop or change at any time the duties, responsibilities and expectations of this job.
- This job description does not constitute an offer of employment, continuous employment or an employment contract. We are an at-will employer and either you or the employer may terminate the employment relationship at any time, for any legal reason or for no reason.

Employee Signature:		Date:	
Witnessed By:		Date:	
Last Updated By:	Kelly Ashline	Date:	9/27/2019