

Position: Shipper
Supervised by: Facility Manager
Supervises: N/A
Status: Full-Time / Hourly / Non-exempt
Pay Rate: \$14.00 per hour
Work Schedule: 7:00am – 5:00pm Tuesday to Friday
Location: Butler, MO

Mr. LongArm is the world's largest manufacturer of telescoping extension handles and recognized around the globe as the leader in our category. We have a position open for a **Shipper** full-time, Tuesday to Friday 7:00am-5:00pm. Mondays off !!!

If you're looking for something more than just punching the clock, a place where your employers and teammates treat you with respect because you're valued, then look no more, Mr. Longarm is the company for you!

To be successful in this position, you'll need to have the required job skills, knowledge, and experience as a **Shipper** on a manufacturing warehouse environment.

ESSENTIAL JOB FUNCTIONS:

- Receiving
- Pick and/or receive products ready for shipment, checking for damages, correct items, proper destination and quantities to be shipped.
- Enter shipping data accurately into the computer's software Date Works system.
- Complete paperwork daily.
- Cross-reference shipping manifest information with items to be shipped, verifying accuracy of items, quantity and correct shipping destination.
- Load or assist driver in the loading of items into truck either manually or using mechanized equipment.
- Secure shipment against movement and possible damage.
- Enter receipt data accurately into the computer's software Date Works system.
- Complete paperwork daily and forward to the Shipping Office.
- Required to work mandatory overtime.

NON-ESSENTIAL JOB FUNCTIONS:

Filing
Copying
Good Housekeeping
Answering telephone

EDUCATION & EXPERIENCE:

1. High school diploma/GED or equivalent experience
2. Minimum one (1) year in a manufacturing shipping department

SKILLS & ABILITIES:

- Problem solving, effective multi-tasking, and strong communication skills
- Able to arrive to work on time, effectively perform job duties without direct supervision, build and maintain positive relations with team members
- Movement of materials weighing up to 50 pounds via carrying two wheeler or forklift.
- Listen for industrial equipment moving in and out of work area as used by other employees.
- Take paperwork and packages to their destinations.
- Ability to read and understand instructions.
- Walking, Carrying, Lifting, Pushing, Pulling, Stooping, Bending, Squatting, Standing, Sitting

BENEFITS:

- Health Insurance
- Dental Insurance
- *Vision Insurance*
- Life Insurance (employer paid)
- Paid Personal Time Off
- Paid Vacation
- *Paid Holidays*
- *Referral Program*
- 401K

Mr. LongArm is an Equal Opportunity Employer. We have a diversified workforce and are committed to creating an inclusive environment for all employees.