



Stauffer Diesel Inc.
Stadco

Shipping/Receiving, Warehouse Position

Stauffer Diesel, a leading distributor of Deutz Industrial engines, FPT Industrial and Marine engines, and Mitsubishi Diesel Engines, throughout the Northeast and Midwestern United States, has an immediate opening for Warehouse Associate in our Shipping/Receiving Department in our Ephrata Office.

Summary of Duties

Performs a variety of shipping, receiving and warehouse tasks. Verifies materials received are as ordered and routes incoming items to appropriate departments/locations. Prepares items for shipment ensuring cost effective courier services. Warehouse inventory control.

Duties and Responsibilities

- Prepare shipments for UPS, Fed Ex, USPS or commercial transportation.
- Check items to be shipped against work orders to ascertain that quantities, destination, and routing are correct.
- Help determine most economical and efficient shipping method.
- Pack items to ensure safe delivery.
- Prepare paperwork for proper shipping
- Receive and unload incoming materials and compares information on packing slip with purchase order to verify accuracy of shipment; may process return shipments from customers.
- Sort, count, package, label, insure, unpack, and/or log inventory which is shipped or received.
- Inspects shipments for damages or defects; records discrepancies or damages and notifies supervisor and/or purchasing personnel.
- Deliver items to requisitioning departments.
- Trace lost shipments and/or customer claims of lost shipments.
- Initiate proof of delivery documents.
- May maintain department database, prepare routine reports, and file shipping/receiving records.
- May operate dolly, pallet jack, and/or forklift in loading and unloading supplies and equipment
- May operate company vehicle to deliver/pickup shipments.
- May assist in routine maintenance of equipment and shipping area.
- May unlock/lock warehouse doors.
- Follow established departmental policies, procedures, and objectives, continuous quality improvement objectives, and safety, environmental.
- Maintain inventory controls by collecting stock location orders, printing request, recording amounts of materials or items received or distributed through a computer. May also assist in counting of physical inventory
- Proficient in UPS, Fed Ex, USPS systems
- Perform miscellaneous job-related duties as assigned.

Revised 12/1/2021

Minimum Job Requirements

- High School diploma or equivalent preferred
- Previous warehouse experience preferred
- Good communication, organizational, time management mathematical skills
- Dependable and Reliable
- Inventory, Equipment maintenance, data entry and computer skills required

Knowledge, Skills and Abilities Required

- Ability to maintain quality, safety standards.
- Ability to read and write.
- Records maintenance skills.
- Ability to understand and follow safety procedures.
- Ability to receive, track, and distribute materials, supplies, and equipment.
- Knowledge of warehouse equipment operation.
- Ability to lead and train staff and/or students.
- Ability to prepare routine administrative paperwork.
- Ability to read, sort, check, count, and verify numbers.
- Ability to lift and manipulate heavy objects.
- Ability to perform simple arithmetic.
- Ability to detect problems and report information to appropriate personnel.
- Ability to receive, stock, and/or deliver goods.
- Knowledge of postal or commercial shipping methods and procedures

Working Conditions and Physical Effort

- Regularly lift and/or move objects 10-50lbs occasionally lift and/or move objects that weigh more than 100 lbs.
- Frequently required to stand, walk, stoop, kneel, crouch or crawl
- Occasionally required to sit and climb or balance

What we offer:

- Competitive wages
- Company paid training programs
- Health/ Dental/ Vision Insurance available
- 401k with company match
- Company paid life and disability insurance. Supplemental Life, Disability, Accident and Dental/ Vision insurance is available.
- Paid time off for holidays and vacation
- Clean, well-organized, modern work environment
- 90-day probationary period