



Shur-Co®
World Headquarters
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PO Box 713
Yankton, SD 57078-0713
Ph: **1-605-665-6000**
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Job Title: UPS Shipping
Type: Full Time, Monday-Thursday 7:00a-4:30p, Friday 7:00a – 11:00p
Department: Shipping
Reports To: Shipping Manager

ABOUT SHUR-CO®:

Shur-Co®, LLC is the largest manufacturer of quality tarp and cover containment systems in the United States. In November 2012 Shur-Co®, LLC acquired Donovan Enterprises effectively joining two well-know leaders in the truck, trailer and specialty market, resulting in an entity with a combined 93 years of tarping experience. By combining the product lines, sales teams, technical capabilities and service locations of Shur-Co®, LLC and Donovan, we are able to provide the most comprehensive product offerings in the market and a customer service platform unequaled in the industry. With a corporate office located in Yankton, South Dakota, ten branch locations, dozens of original equipment manufacturers (OEMs) and thousands of dealers, you'll have the opportunity to work with employees and customers all throughout the country.

SUMMARY

Verify and keep records on outgoing shipments and prepare items for shipment by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- All U.S. invoicing duties-including (select for billing), printing of invoices, separating invoices, matching invoices to orders, distributing invoice copies for mailing and/or filing.
- Read computer files or gather records such as purchase orders, sales tickets, and charge slips, to compile needed data.
- Post transactions to accounting records such as work sheet, ledger, and select for billing or computer files.
- Print packing list for orders shipped and generate back orders at time of original order shipment.
- Affix shipping labels on packed cartons or stencils identifying shipping information on cartons, and post weights and shipping charges, and affix postage, and bind containers with tape when required.
- Verbal quoting of freight rates and answering e-mail queries and verify customer payment method.
- Develop and maintain effective working relationships with personnel in other departments in order to ensure proper coordination of accounts receivable function.
- Compare identifying information and count, weigh, or measure items of incoming shipments to verify information against bills of lading, invoices, orders, or other records.
- Determine method of shipment, prepare bills of lading and oversee and assist loading operations by tier lift truck or manually.
- Maintain filing and tracking systems of UPS orders.
- Examine outgoing shipments to ensure shipments meet specifications.
- Make sure all packages have the correct amount of padding so that it is insurable through our carrier.
- Attendance and dependability are essential job functions; you must report to work on time and accurately complete the daily duties assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The 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.



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EDUCATION and/or EXPERIENCE

- One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

- Ability to add, subtract, multiply, and divide in all units of measure and calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, circumference and volume.

REASONING ABILITY

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES

- Must be able to pass forklift certification test and drive a forklift.

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

- While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl.
- The employee is occasionally required to sit.
- On a daily basis the employee must frequently lift and/or move up to 35 pounds and occasionally lift and or move up to 75 pounds, if over 50 pounds employee must ask for assistance and two people will lift it.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and fumes, airborne particles and high precarious places and risk of electrical shock.
- The employee is occasionally exposed to wet and/or humid conditions, and vibration.
- The noise level in the work environment is usually loud.