

Renton Coil Spring Co.

Shipping Department 15-19 hours per week

Overview

To enhance Renton Coil Spring's ability to provide the best in Customer Satisfaction by having a well-trained, productive work force and maintain high quality standards, it's necessary to have our final products shipped in a timely manner accordingly to our customer's requirements.

Although we will outline some specific duties for the role, this position is progressive and will be altered over time. Our overall goal is to work with our shipping lead to ensure quality parts are being sent to our customers and that they meet all their requirements. Shipping should also play a proactive role with production to serve as the final set of eyes prior to shipment. This is a **non-exempt** position and employees will be eligible for over-time pay.

General Job Duties

- Verify part, lot, and quantity picked matches picklist. Select appropriate packaging methods and label parts per customer requirements.
- Pack customer orders quickly, efficiently, and accurately.
- Hand stack, sort and palletize products and appropriately prepare palletized shipments for freight carriers.
- Use customer-specific portals to upload documents, create advance shipping notices and/or bills of lading. Create additional shipping documents as necessary.
- Use powered equipment (stand-up forklift/picker or manual pallet jack) to safely move items within the warehouse and prepare for shipment.
- Process small package and LTL shipments through a variety of carriers (e.g., UPS/FedEx/DHL). - - Schedule freight pick up daily via phone, email, or various websites.
- Utilize company ERP system for data entry and item/warehouse management.
- Communicate daily with individuals from the sales/purchasing departments on order/package issues, delays, damage, or any other occurrence that may affect outgoing or future orders.
- Follow all AS9100, AS9120, and ISO9001 standards as well as all relevant WISHA and OSHA standards.

Physical Demands: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Frequent lifting and carrying of up to 25lbs (40% of the time)
- Occasional lifting of up to 50lbs (10% of the time)
- Ability to stand upright (50% of the time)
- Ability to sit (50% of the time)
- Occasional reaching, pushing and bending (30% of the time)
- Ability to walk constantly throughout the shift (up to 100% of the time)
- Use of foot controls (5% of the time)

Required Education and Experience:

- High school diploma or GED and one year of related experience. Forklift experience is preferred.
- Detail Oriented
- Knowledge of JobBoss or similar ERP System
- Ability to Multi-Task
- Blueprint Reading ability preferred
- Familiarity with Microsoft Office Products.
- Equipment Experience: Pallet Jack, Box Maker, Scale (count & weigh), Sealer
- Works well with others
- Familiar with different shipment methods: UPS, FedEx, DHL, Watkins Eagle, etc.
- Blueprint Reading ability preferred

What RCS Offers:

Renton Coil Spring (RCS) is the Global Leader for Titanium Spring Manufacturing and Innovation. RCS is ISO 9001/AS 9100 certified and uses cutting edge, patented technology, and engineering expertise to develop products for the most challenging of aerospace, defense and performance applications.

- Part Time Schedule
- Regionally competitive wages to ensure work/life balance.
- Monthly employee appreciation events

All qualified applicants will receive consideration for employment without regard to race, ethnicity, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, age, or any other status protected by law.

Veterans encouraged to apply.

Candidates will be subject to initial and random anti-drug and alcohol testing upon acceptance of offer.

Please send resumes and cover letters.

Qualified applicants will hear back from us very soon! We will not keep you waiting!