

## Job Description



# Shipping & Receiving

## JOB POSTING – J Henry Holland Hampton, VA

### Position Summary

Ship and receive raw materials, supplies, and products in accordance with company policy and procedures.

### Job Duties

1. Review, interpret and understand codes, instructions and specifications of fabrication tickets and delivery tickets
2. Set up, operate, adjust and maintain all shipping/receiving equipment and machines
3. Inspect, bundle, count and verify product or material specified on fabrication and/or delivery ticket
4. Prepare, complete and process necessary paperwork; enter ship quantities in the system
5. Select packaging material, package, secure, attach label, weight and ship per fabrication ticket
6. Load and unload trucks as required
7. Move, handle and store material as necessary
8. Plan, coordinate and schedule activities without instruction with various departments and outside carriers to meet scheduled ship dates
9. Pull inventory items for shipment; replenish inventory of stocked inventory
10. Arrange for freight pick up; get proof of delivery when required
11. Operate forklifts as required
12. Receive products and record the products into the system
13. Replenish inventory of stocked inventory
14. Perform duties to establish Mazzella Quality Assurance Standards; report defective or substandard material, supplies or products
15. Maintain work area and equipment in a clean and orderly condition; follow all Safety Guidelines
16. Perform other associated duties as directed or required

### Education

A high school diploma or GED preferred

### Experience & Skills

- Experience in in operational procedures, product knowledge, and application or other appropriate experiences
- Must be able to lift or pull a minimum of 50 pounds
- Tow motor experience
- Good driving record
- Demonstrated mechanical aptitude
- Requires solid written and verbal communication skills
- Strong analytical, conceptual and planning skills are required
- Excellent math skills and overall PC literacy (Microsoft Office) are required
- Must be detail oriented, self-motivated and disciplined with the ability to multi-task
- Must successfully complete a criminal background check, physical, drug screen and E-verify

### Travel

Travel for this position is rare; less than 10%

If interested in applying for this position, please submit your resume and letter of intent (why you feel you would be a good candidate for this position) to [jwallenhorst@mazzellacompanies.com](mailto:jwallenhorst@mazzellacompanies.com) or fax resume and cover letter to 440.239.5703.

Or, mail resume and cover letter to:  
Human Resources  
Mazzella Companies  
21000 Aerospace Parkway  
Cleveland, OH 44142

Mazzella Companies participates in the federal government's E-Verify program. With all new hires, we provide the Social Security Administration and when applicable, the U.S. Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

This job description is not meant to be an all-inclusive list of duties, functions and/or responsibilities of this position. Other related functions and responsibilities may be assigned by the immediate supervisor as required to complete assignments or initiatives. Mazzella Companies reserves the right to change, add, delete or modify job functions as necessary based on business necessity. The Company or employee, independently, has the right to terminate employment at any time for any reason; employment is at will. This job description does not promise or guarantee continued employment with Mazzella Companies.