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Shipping and Receiving

Employer

Western Industries Plastic Products LLC
22829 Smyer Rd,
Winfield, KS 67156
620-221-9464

Job Description

Job Location: Winfield
Position Type: Full-Time

Summary/Objective


This position will work closely with team members to complete shipping duties in the warehouse accurately. This position provides support for other members within the department when necessary. Essential Function Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Scope:

Visually inspect and sign for product. Label product and put it away Receive product into the system Notification of receipts and distribute paperwork Pull/Ship product as required Unload/Load transfer trailers from other buildings Accurately fill out shipping paperwork for customer shipments Communicate all problems, shortages or misplaced parts to supervisor; help resolve any work problems Communicate with Truck Support personnel via radio for clearance of dock doors and for production needs Maintain an organized and clean warehouse Help ensure all items are identified with part numbers and handled in such a way to prevent damage.

Competencies

Able to safely operate a forklift, stretch-wrap machine and fill propane bottles. Must be able to read bill of materials and know where to obtain them. Maintain an organized area Ability to present ideas, concepts, issues, concerns, and questions in a well thought out, positive, and



professional manner Able to determine products running on machines and what assemblies are being packed out

Required Education and Experience

- 6 months experience in production/manufacturing, preferred
- 6 months experience in Forklift operation

EEO Statement Western Industries Plastic Products, LLC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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