



Position: Shipping & Receiving Associate

Status: Non-Exempt Full Time

Starting Wage: \$18-\$20/hour DOQ

Reports to: Shop Manager

Hours: 7:00 am to 4:30 pm, M-R with 2 paid 10-minute breaks and 1 unpaid ½ hour break.

7:00 am to 11:00 am F with 1 paid 10-minute break.

Maple Grove, MN 55369 - On Site Only

UniversalPromo, Inc. is seeking a reliable Shipping/Receiving associate. This position entails managing inventory for a printing company, which does many types of printing, including pad, screen, digital, and laser engraving. There may also be some light assembly to prepare the product for production or for shipment. We operate in a temperature-controlled environment. We offer training and support to ensure your success. Benefits: 8 paid holidays, PTO up to 80-hours-year, Medical and Dental, retirement plan with waiting period of two-years.

#### **Qualification and Skills:**

- High school diploma or GED
- Forklift certification required
- Understanding hot stamping and pad printing a plus
- Demonstrated ability to read, understand and follow Standard Operating Procedures (SOP)
- Knowledge of UPS/FEDEX shipping software helpful
- Good mechanical aptitude
- Detailed-oriented to perform quality checks
- Work effectively without close supervision
- Experience with using documentation related to FDA, ISO, Standard Operating Procedures (SOP) and/or Job Descriptions a significant plus
- Must be able to perform the physical requirements of the job as described to you for the position
- Be dependable and on time for first shift

#### **Responsibilities:**

- Kitting components to the production lines
- Performing cycle counts
- Stocking component and finished goods inventory
- Verifying incoming receipts
- Pulling/packing parts for the shipping department
- Ability to lift up to 60 pounds
- Forklifts, pallet jacks and carts are used to transport product
- Gives attention to detail and follows instructions
- Maintain a clean work area and perform general cleaning duties as assigned

Advancement Opportunities: DOQ and interests will train more extensively into any of the departments for further resume enhancement and growth within the company. UniversalPromo,Inc has a policy of hiring from within standards and policies.