

Position Title	Shipper
Job#	2016012
Company	Fab-Tech, Inc
Location	Colchester, VT
Date Posted	3/21/16
Type	Full Time

SUMMARY: An entry level position in a production environment with no prior experience required. In this area you are responsible for preparing products for shipment ensuring that all production standards are maintained.

RESPONSIBILITIES: Under close supervision you'll be introduced to a series of duties and responsibilities with increasing complexity to include, but are not limited to the following:

- Identify and package correct parts per order
- Ensure correct number of parts and accuracy of products shipped
- Process orders via the company's software and complete necessary documentation
- Identify appropriate packaging; fabricate skids and crates as needed
- Comply with health, safety, and environmental procedures and ensures cleanliness of the area
- Continue to learn and expand one's capacity within this job by increasing knowledge and skill base

SKILLS:

- Can speak and understand basic English with an emphasis on complying with: directions, fundamental shop safety procedures, and production standards
- Reading and writing skills with an emphasis on understanding and completing Shipping and Receiving documentation
- Basic math skills including adding and subtracting whole numbers and fractions
- Can accurately read a tape measure to 1/16"
- Ability to work quickly and efficiently under pressure
- Independent
- Dependable; determined
- Attention to detail
- Team player
- Good attitude

Experience:

- Ability to operate a forklift efficiently and safely
- Forklift experience preferred but not required

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