



Position Title: Operator – Warehouse, Shipping & Receiving

Department: Manufacturing

Date: October/2021

Representative Duties:

1. Perform all responsibilities of a Warehouse Operator with accuracy; duties may include but are not limited to: picking, packing, stocking goods, unloading incoming containers and returns processing.
2. Assist Supervisors and Production Operators as required.
3. Schedule sales order shipping and coordinate with Supervisors to ensure product availability.
4. Maintain a thorough understanding of the shipping systems (including motor freight, small parcel shipping software).
5. Cooperate with peers, supervisors, other departments and office staff.
6. Lift up to 50 pounds.
7. Manage multiple priorities and pressure with high level of urgency and a positive “can-do” attitude.
8. Comply with all Brownmed policies and guidelines as outlined in the Employee Handbook.
9. Report to Warehouse Manager.

Required and Preferred Qualifications:

1. High School Diploma or GED required.
2. 2 years’ experience in shipping and/or receiving.
3. Excellent communication skills (verbal and written), team participation and leadership skills required.
4. Basic math skills required.
5. Working knowledge of computers with experience operating in a Windows environment required.
6. Knowledge of and commitment to TQM, ISO 9001, CE and QSR preferred.

Physical Demands/Requirements:

- Standing for extended periods of time is common.
- Ability to lift or carry 50+ pound loads, and utilize safe-lifting equipment or perform team lifts of materials.
- Kneeling, stooping, crouching is common.
- Ability to reach and grab materials and tools.

Supervisory Responsibility: NO

Location: Spirit Lake, IA

Compensation Package: Competitive salary and benefits package commensurate with experience.

Characteristics of a Brownmed Employee:

1. Works hard in teams with a positive desire to improve performance while having fun.
2. Receives feedback with an open mind to learn and improve.
3. Finds challenge and discovery in a growing organization.
4. Embraces the spirit of community with a desire to make a difference.
5. Lives an active, healthy life with a commitment to others.

Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.