



Honesty, Exceed Customer Expectations, Commitment, Teamwork, & Continuous Improvement

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## Dedoes Industries Job Description

### Shipping Associate

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*Dedoes Industries believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the individual nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.*

#### **Position Summary:**

Duties include picking, packaging, wrapping, and loading orders; clerical duties; inventory management; receiving; outside processing; warranty and stock returns and provides additional support as needed.

#### **EDUCATION AND/OR EXPERIENCE:**

- High School Diploma or GED
- Three or more years of experience in shipping and receiving required.
- Three or more years of experience in inventory management required.
- Three or more years of recent forklift experience with a proven safety record preferred.

#### **QUALIFICATIONS (*knowledge, skills, abilities required*):**

1. Must possess basic reading, writing, and computation skills.
2. Ability to continuously improve and learn new skills.
3. Ability to work effectively in a fast-paced environment.
4. Ability to work with minimal supervision.
5. Ability to work collaboratively and maintain effective working relationships with co-workers.
6. Ability to effectively problem-solve.
7. Good communication and interpersonal skills
8. Forklift qualified, knowledge of computer transactions, basic typing skills



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**ESSENTIAL FUNCTIONS:** include the following.

1. Performs inventory management duties including cycle counting, maintaining stock locations, resolving product discrepancies, and completing computer transactions.
2. Performs warehouse duties including: organizing and maintaining the warehouse, housekeeping, pulling parts from multiple stock locations, FIFO, receiving goods, and processing outside processing requests.
3. Problem-solve individually or as part of a group as job duties require.
4. Participates in team meetings as required (safety, problem solving, etc.).
5. Receive incoming freight.
6. Ship product out to customers.

*Other duties may be assigned.*

**LANGUAGE SKILLS:**

Ability to read, write, verbalize and comprehend instructions and correspondence. Ability to effectively present information in one-on-one and group situations to team members and customers as job duties require. Conflict resolution. Good interpersonal and customer service skills.

**MATHEMATICAL SKILLS:**

Must have basic computation skills. Higher skills may be required depending on actual job duties.

**PHYSICAL DEMANDS:**

Individual may occasionally be required to lift up to 50 pounds. This position will require a combination of sitting, standing, walking and climbing stairs.

**WORK ENVIRONMENT:**

This position is performed in a shop environment. Team members in this position may be exposed to loud operating machinery, cold temperatures, chemicals and vapors. The team member may occasionally be required to work in an office environment.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the team member is frequently bending and squatting. Most of the workday is spent walking or standing. The team member is required to grasp repetitively with the hands, push or pull repetitively, and is frequently required to lift up to 50



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pounds – occasionally lifting overhead. Lifting up to 100 pounds may be required at times.  
Working at heights is required occasionally. (Lifting requirements may vary depending on team)

**SALARY:** Competitive starting wage/ may be higher depending on related experience.

**HOURS:** 6:00 am – 4:30 pm Monday - Thursday (Fridays as needed)

- Dedoes reserves the right to adjust this schedule at any time without notice.
- Morning break is from 9:45am – 10:00am
- Lunch is from 11:55am – 12:40pm

**Dedoes provides a full Benefit Package including, Medical, Dental, Vision, Life, LTD, STD, FSA, Paid Time Off and a matching 401(k) plan.**

Interested applicants may apply in person at our office or contact Human Resources.

**DEDOES INDUSTRIES, LLC**  
**1060 W. West Maple Road**  
**Walled Lake, MI 48390**  
**Human Resource Team**  
**248-624-7710 ext. 260**  
**[HR@dedoes.com](mailto:HR@dedoes.com)**