



## **Warehouse Operator – Shipping and Receiving**

### Responsibilities

1. Perform all responsibilities of a Warehouse Operator, and assist Supervisors and Production Operators as required.
2. Schedule sales order shipping and coordinate with Supervisors.
3. Maintain a thorough understanding of the shipping systems (including motor freight, small parcel shipping software).
4. Present ideas for cost improvements and operational efficiencies.
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.

### 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 skill required and statistics skills preferred.
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.

### Characteristics of an Employee at Brownmed

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.

### Location

Spirit Lake, IA

### Compensation Package

Competitive salary and benefits package depending upon qualifications.