

**Location for this position:**

**Johnson Plastics Plus**

**1 Selina Drive**

**Albany, NY 12205**

[www.johnsonplasticsplus.com](http://www.johnsonplasticsplus.com)

**Position:** Warehouse Shipper/Receiver

**Reports To:** Branch Manager

**Primary Purpose:** Fill customer orders and maintain inventory accuracy with a constant focus on quality customer service and satisfaction.

**Expected Attributes of Employees:**

- Exhibit a positive attitude.
- Show personal drive, ambition, and always maintain integrity.
- Demonstrate honesty and trustworthiness.
- Set personal and professional goals, while demonstrating high work ethics.
- Balance issues emotionally and objectively.
- Communicate at the most direct level.
- Inspire others.
- Empathize with other employee concerns.

**Qualifications:**

- Effective communication, organizational and math skills.
- Ability to work in a team environment, but also independently using time productively with little supervision
- Ability to operate a tow motor, order picker and handheld RF scanners
- Ability to lift 50 pounds throughout day
- Effective trouble-shooting, problem-solving and math skills
- Ability to operate shear equipment, as needed

**Job Responsibilities:**

- As orders are filled, check for overall product quality (product defects, damaged products, etc.)
- Pick and prepare orders using pick ticket system, Assist with the preparation of the necessary paperwork and documentation that accompanies the shipment.
- Maintain proper inventory rotation procedures (first in, first out).
- Accurately prepare and package customer orders efficiently with attention to detail
- Complete all stages of order fulfillment, using computer and applicable software
- Assemble and package parts belonging to various kits carefully, ensuring kits are complete and accurately packaged
- Assist with inventory cycle counting procedures, as needed.
- Always conduct good housekeeping and safety practices, in accordance with company policies.

**Job Skills and Qualifications:**

- Commitment to working safely at all times
- Effective communication, organizational and counting skills.
- Ability to work in a team environment, but also independently using time productively with limited supervision
- Ability to operate a pallet jack
- Ability to lift up to 50 pounds throughout day
- Experience using computers and applicable software

**Job Features:**

- Steady work schedules
- Competitive wages
- Complete benefit package (medical, dental, vision, life insurance, etc.)
- 401K Plan with company match
- Employee Profit-Sharing Plan with proven track record
- College tuition reimbursement program

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**Johnson Plastics Plus** is the leading supplier/distributor to the engraving and sign-making industry. As part of the Rowmark family of companies, JPP strives to provide world class products and service to our customers every day with eleven distributions points throughout the United States.

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Johnson Plastics Plus is an Equal Opportunity Employer that values our employees and offers a competitive pay and benefits package, an encouraging, supportive environment with training, professional development, recognition programs and career growth opportunities. Our benefits include profit-sharing, medical, dental, vision, 401(k), life insurance, flexible spending account options, short-term and long-term disability, vacation and paid company holidays.

We believe that people have always been and will continue to drive the success of our company. If this sounds like the opportunity for you, we invite you to submit your name for consideration.

Please send resume and salary requirements to: [kwinner@rowmark.com](mailto:kwinner@rowmark.com)