

Shipping Manager Job Description

Summary:

This position is responsible for the oversight of the packing and fulfillment of orders. This includes communicating with others in the Order Fulfillment department as well as shippers and suppliers.

Minimum job requirements:

1. High school diploma or equivalent
2. Customer service skills and professionalism
3. Basic computer proficiency
4. Availability for full-time employment



AM SOLAR

Expectations:

Candidates must be motivated, personable, and possess integrity. Candidates effectively manage themselves and provide guidance to those they supervise.

Job type: Full-time (30+ hours per week)

Pay: Starting at \$18.00 per hour

Schedule: Monday - Thursday approximately 8:00am - 5:00pm; Friday 8:00am - 1:00pm (as needed based on volume)

Location: AM Solar is located in Springfield, OR. This opportunity is not currently available as a remote position.

Essential duties and responsibilities:

- Accurately packing and fulfilling orders
- Clerical shipping work: creating shipping labels, updating tracking information across systems
- Coordinating information internally with multiple departments to verify order components
- Maintain accurate inventory of stock and notify Purchasing Manager of all stock needs
- Ensure Shipping Team works safely in accordance with OSHA guidelines
- Other duties as assigned

This job is ideal for someone who is:

- Adaptable/flexible -- enjoys doing work that requires frequent shifts in direction
- Detail-oriented -- would rather focus on the details of work than the bigger picture
- Dependable -- more reliable than spontaneous
- Confident and clear communicator -- more engaging and professional than frenzied
- High-stress tolerance -- thrives in a fast-paced environment
- People-oriented -- enjoys interacting with people

Work Environment:

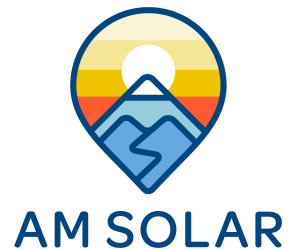
This position works in a warehouse environment that is heated in the winter, with fans in the summer and access to an air-conditioned office area for breaks. In the past, the team has worked a shifted summer schedule (7am - 3pm) when necessary to account for heat.

AM Solar Summary of Benefits

To promote employee development, involvement, and productivity; while providing a clean, hazard-free, healthy, safe environment in which to work.

The AM Solar Way

- Treat customers right
- Treat each other right
- Have fun
- Build a strong business



Health & Dental

**60-day qualifying period*

- Moda for medical (100% premiums covered by AM Solar)
- Principal for dental (100% premiums covered by AM Solar)
- Principal for vision (50% premiums covered by AM Solar)
- Prescription drug benefits (100% premiums covered by AM Solar)
- Long-term disability insurance
- Worker's compensation

Pay and Rewards

- Base pay, 1.5x for overtime
- Bi-annual profit-sharing bonuses, typically ranging from \$300-1000 annually
- Company-sponsored employee lunches

Investment and Retirement

- Company-contributing 401(k) (3% matched 100%, additional 2% matched 50%)

Work and Life Integration

- Flexible work schedule
- Paid holidays (New Year's Day, Christmas Day, Christmas Eve, 4th of July, Memorial Day, Labor Day, Thanksgiving, Day After Thanksgiving, Veteran's Day for Veterans)
- Employee discount program
- Generous tiered paid time off (PTO) plan
 - Starting at 1hr of PTO/25hrs worked
- Parental leave
- Educational and professional development assistance
- Military leave
- Jury duty leave
- FMLA/OFLA/OFML
- Free onsite parking
- Telecommuting (dependent on position)
- Business casual dress code
- Company-sponsored employee lunches

Note: This is a summary of benefits solely for the convenience of employees. Any discrepancies between this summary and the benefit plan documents, and/or the employment policies of AM Solar will be guided by the plan documents and/or the employment policies. Information may be subject to change without notice.