

Position: **Warehouse Specialist**

Location: **Franklin, Massachusetts**

COMPANY

iAutomation, a high technology distributor of industrial automation components, has an immediate opening for a **Warehouse Specialist** in **Franklin, Massachusetts**. iAutomation's product offering includes machine control, motion control, sensing and vision, safety systems, mechanical components and stages. We offer engineered systems and services to provide OEM and end user customers a complete automation solution.

DESCRIPTION

As a Warehouse Specialist you will be responsible for:

- The overall shipping/receiving area of the company making sure all goods are received and packages are shipped to the satisfaction of the customer
- Preparing shipping documents, mailing labels, and making sure that orders have been filled correctly.
- Recording items taken from inventory and filling the orders
- Wrapping or packing the goods in shipping containers.
- Addressing and labeling packages, look up and compute freight or postal rates, and recording the weight and cost of each shipment.
- Inspecting receipts for accuracy (part number and quantity)
- Delivering receipts to the warehouse team
- Dispositioning of packing materials for disposal or reuse.
- Scheduling trucks
- Executing Committed Items Report
- Utilizing computers and hand scanners

REQUIREMENTS & ADDITIONAL DETAILS

A high school degree or GED and 1+ years' experience in a similar warehouse role.

- Ability to lift up to 50 lbs.
- Some climbing on ladder
- Team player
- Forklift Operation certification a plus

ADDITIONAL INFORMATION

- Please apply to Marna Perkins at mperkins@i-automation.com
- Principals ONLY - No Recruiters Please

iAutomation Supports Equal Opportunity Employment & Diversity