

## Job Description

<b>Job Title</b>	Shipping and assembly Assistant	<b>Date</b>	7/26/2022
<b>Reports To</b>	National Director of Sales/warehouse manager	<b>Department</b>	Shipping and assembly
<b>Direct Reports</b>	Number: 1_ Supervisor _2 Non-Supervisors	<b>Status</b>	<i>_X_ Overtime Eligible</i> <i>_ Overtime Ineligible</i>
	Titles: CEO and Sales Account Manager	<b>Salary Grade</b>	\$13-\$17 HR (TBD)

<b>Summary Statement</b>	The Shipping and assembly assistant works with other members in the warehouse to prepare, package, and inspect all products as they come in and leave our warehouse. The shipping and assembly assistant is responsible for creating foam molds for packages to protect the product, package hardware neatly and accurately, and box + label these packages. This position will also carry out orders made through our direct site and dealer orders, in which they will prepare and label them for daily pick up by our shipping providers.		
<b>Essential Duties &amp; Responsibilities</b>	<b>Essential Duties &amp; Responsibilities</b>		
	• Create foam molds using our sealed air machine. These molds are used with 2 environmentally safe chemicals that when combine grow 300x its size to a foam like material. These molds are used regularly in all the protection in our products		30%
	• Package and sort hardware for every product. This task is needed for all the hardware we get in that helps assemble our product. Each product requires a specific amount of hardware in which the shipping and assembly assistant will accomplish by sorting hardware per requested product.		30%
	• Packaging and shipping product. This duty is required to be ready for daily orders and have a quick but precise shipping time. You will be tasked with labeling the product on order and shipping it by getting it ready for our daily pick up from our shipping providers.		25%
	• Assembly of product requires the boxing of each product with its proper parts and amount of hardware every time. This task requires the most attentiveness and precision to make sure they are done properly and consistently		15%
<b>Total</b>			<b>100%</b>
Learn knowledge of Heretic products, dealer network and sales strategies.			

