## Job Description

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

Summary Statement	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.						
Essential Duties & Responsibilities	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%					
	<ul> <li>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.</li> </ul>	30%					
	<ul> <li>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.</li> <li>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</li> </ul>	25% 15%					
Total	Learn knowledge of Heretic products, dealer network and sales strat	<b>100%</b> egies.					

Measures of Success	Proficiency in team working skills and problem solving. Assisting the team in hitting their quota goals via shipping count is a key measure of success. Positive survey responses from the team and customers may also be considered a key measurement.			
Impact on Organization	Excellent product knowledge and service will assist the Team in hitting their monthly goals and assist with growing the brand.			
Critical Work Relationships and Workflow Interdependencies	The most critical relationships will be with the Warehouse Managers as well as all members of TrailRax.  Constant communication with Sales Team, Support Team and Production Teams on procedures.			
MINIMUM REQUIREMENTS:	<ul> <li>Using sealed air machine to make foam molds for products</li> <li>Hardware sorting for products</li> <li>Work well independently as well as part of a team</li> <li>Highly motivated, self-managed, creative thinking and organized</li> </ul>			
PREFERRED REQUIREMENTS:	<ul> <li>Experience with Microsoft Office products, Google Products, and</li> <li>Experience using CRM programs</li> <li>Customer Service Experience</li> </ul>			
COMPLEXITIES/ CRITICAL SUCCESS FACTORS:	Motivation and willingness to learn product knowledge to have a better understanding of the product and the process required to prepare and package each product properly.			

PHYSICAL									
REQUIREMENTS:	The abo	outside ng x d levels o ove state ed by the	e people a	x x x intendessigned	Crawling and/or Kneeling x Crouching, Squatting Stooping, Bending Reaching Above Should Grasping and/or Turning Pulling and/or Pushing Seeing and/or Color Det x Traveling, i.e. Auto, Train, Plane> Driving Automatic Equipment Moving  ents apply.  ed to describe the general natured to this job. They are not inter	der Height g termination x x ure and k nded to k	x x evel of w be an ext		x
Approvals		or App	-					)ate:	