



Shipping & Receiving Assistant

Aloecorp is a company within the ECONET Family of Companies, and is the global leader in the cultivation, agricultural development, and processing of bioactive Aloe Vera and Aloe ingredients. As the world's largest grower and manufacturer of aloe raw material ingredients, Aloecorp globally supplies more than 40% of the world's aloe market. Aloecorp is supported by over \$13 million in scientific research. Aloecorp's plantations are carefully situated in key geographical areas in China and Mexico which include operating farms, processing centers, and research and development centers.

Aloecorp is seeking a highly skilled, energetic, detail oriented Shipping & Receiving Assistant in our Lyford, Texas office!

SUMMARY

The Shipping & Receiving Assistant prepares products for shipment including; labeling, packaging, palletizing, loading trucks and containers. Receives incoming shipments and processes and maintains warehouse and warehouse equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Verifies customer orders for shipment including verification of accuracy in all shipping documents, labels, Contract of Affreightment (COA's) and signs off as required.
- Pulls assigned inventory and transfers to warehouse, inspecting product prior to packaging.
- Prepares for all shipping including box assembly, product and box labeling, and cleaning, labeling, palletizing and strapping containers, pails and drums.
- Attaches all shipping documents to freight all departments in a timely fashion on the day of shipment or the next business day.
- Photographs all completed international orders after packaging and prior to shipment.
- Supports inventory tracking, both in and out processes, and end of month physical count.

- Receives, unloads, logs and verifies all Aloecorp Mexico truck deliveries and other incoming shipments – moves incoming AC products to proper warehouse locations maintaining proper rack and powder room inventories and moves “on HOLD” products, i.e. either by Quality Control Direction or NCR, to quarantine locations.
- Logs purchase orders in accordance with established process verifying receipt of goods.
- Loads trucks and containers and assists drivers with AC packages.
- Disposes of expired and/or damaged product as directed.
- Monitors/tracks shipping supply inventory; reports supply/inventory needs to supervisor.
- Maintains warehouse and dock and updates warehouse facility cleaning log.
- Provides back up to shipping/receiving office staff including.
- Process customer orders for shipment.
- Prepare shipping/receiving documents and labels.
- Complete Oracle entries.
- Schedule freight pick-ups.
- Submit shipping documents to all departments in a timely fashion on shipment or next business day.

REQUIRED EDUCATION AND EXPERIENCE

- High School diploma and 4 years’ relevant experience or an equivalent combination of education and experience.
- Knowledge & experience with Shipping/Receiving standard documentation & operating procedures.
- Basic customer service skills including problem resolution and escalation.
- Basic level skills with MS Office including Outlook, Excel & Word.
- Experience with Oracle or other Enterprise Business System program to track customer orders from order through shipment.
- Prior experience using UPS or other database or online shipping programs.
- Current driver's license and forklift driver certification.

PREFERRED EDUCATION AND EXPERIENCE

- 6+ years’ experience

WORK ENVIRONMENT

While performing the duties of this job, the employee regularly works in an office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is regularly required to use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is regularly required to stand, walk and stoop. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

TO BE CONSIDERED

If you meet these qualifications, please send a cover letter, resume, and salary expectations to respond to this posting at careers@econetwest.com . Salary depends on experience and qualifications. There will be a continuous review of applicants until position is filled.

Please no calls or walk-ins

The ECONET Family of Companies is an Equal Opportunity Employer