

JOB description

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| **Job Title:** | BPF Shipping |
| **Department:** | FFL Cage |
| **Reports To:** | FFL/Cage Manager |
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**Position Summary: BPF order picking**

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

* Making sure products are shipped on time and are of good quality.
* Communicating among different departments.
* Working with managers to implement the company's policies and goals.
* Perform other related duties and tasks as necessary or as assigned.
* Operate handheld computer.
* Forklift certified or willingness to train and certify.
* Must pass a criminal background check.
* Comply to all ATF shipping regulations.

**Competencies:** To perform the job successfully, an individual should demonstrate the following.

**Cooperation** - Displays positive outlook and pleasant manner. Establishes and maintains effective relations. Exhibits tact and consideration. Helps and gives support to co-workers. Works actively to resolve conflicts. Works cooperatively in group situations.

**Dependability** - Commits to doing the best job possible. Follows instruction. Keeps commitments. Meets attendance and punctuality guidelines. Responds to requests for service and assistance. Takes responsibility for own actions.

**Quality** - Applies feedback to improve performance. Demonstrates accuracy and thoroughness. Displays commitment to excellence. Looks for ways to improve and promote quality. Monitors own work to ensure quality.

**Quantity** - Achieves established goals. Completes work in timely manner. Meets productivity standards. Strives to increase productivity.

**Safety & Security** - Determines appropriate action beyond guidelines. Observes safety and security procedures. Reports potentially unsafe conditions. Uses equipment and materials properly.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Language Ability:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.

**Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Work Environment:**

The noise level in the work environment is usually moderate and environment is non climate controlled.

**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 frequently required to talk or hear. The employee is daily required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee must regularly lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

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**ACKNOWLEDGED: Supervisor/Manager Signature Date**

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**ACKNOWLEDGED: Employee Signature Date**

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**PRINT: Employee Name**