

Shipping and Receiving Specialist

Elliott Tool Technologies is looking for talented people who are passionate about work and solving customer challenges in a fast-paced, high energy work environment, and who are looking to further their knowledge and skills.

As a Shipping and Receiving Specialist, you'll be:

- Shipping products according to specification, meeting requirements.
- Receiving incoming inventory items and shipments, ensuring accuracy.
- Perform cycle counts of Stock Room locations and shelves as scheduled.
- Investigate and resolve inventory discrepancies as needed.
- Maintain order and cleanliness within Shipping and Receiving locations.
- Enforce inventory controls to prevent inventory discrepancies.
- Cross-train and perform other duties as assigned.

Why Choose Elliott Tool?

- You will be part of an exciting and fast-paced industry. You will helping our customers solve their business challenges by handling the day to day transactional shipping and receiving of goods necessary for our business.
- You will be successful. We will provide you with comprehensive training and the tools necessary to succeed and reach your full potential.
- You will grow. We will provide you with mentorship and an organizational structure that provides continuous learning opportunities.
- You will be part of a culture that values integrity and mutual accountability, a culture where people are passionate about their work and share a common vision—"Quality specialty tools for an "I need it yesterday world."
- You will be part of a company that values family and supports a healthy work-life balance.
- You will have stability. You will be joining a profitable company with a 125 year track record of innovation and success where many of our Team Members choose to stay and grow. Our average tenure is 11 years.

What's a typical day like?

Imagine Inside Sales receives a phone call from a customer who needs quality specialty tooling and equipment to complete a job. They needed it yesterday. Every hour that production is down costs the customer \$100,000 or more. If they can't get the tooling and equipment they need, they lose a lot of money. They are counting on Elliott to provide the best solution. Can we deliver?

As the Shipping and Receiving Specialist, you receive a phone call from Sales. They've just entered a large order of 20 items with different quantities that require special packaging. They want to verify that available parts are in stock and want the order to go next-day air. It's 4:30pm. UPS picks up at 5pm.

1760 Tuttle Avenue • Dayton, OH 45403-3428 USA



You pull the Shipping Picklist and quickly discover that a flush collar is out of stock, but you know there's one available on a setup that is not due to ship out for a few weeks. You unissue the part so that it becomes available for the order that is due to ship today. You work with two other team members to package the order, verifying accuracy at each step against the Shipping Picklist.

You follow up with Inside Sales to inform them that the shipment is complete and will be going out today. You provide the tracking information to Inside Sales so they can relay it to the customer with a promise of on-time delivery.

Everything ships the same day. The customer receives the tooling and equipment the next day and gets the operation up and running again.

The next morning, the customer contacts Inside Sales to personally thank the team for saving the day. The Inside Sales Manager shares this success with the rest of the team and stops by to personally thank you for helping the team deliver for the customer.

The customer is so impressed with the quality of the tooling and the service they received that they begin referring their co-workers from other locations to you which leads to new opportunities.

Every day you will be doing work that really matters. You will be helping customers solve their business challenges. You will have an opportunity to do your best work and make a real impact.

We are looking for talented people. Do you have what it takes?

- Basic Requirements
 - High School Degree or equivalent
 - o PC proficiency with Microsoft Word, Excel and inventory software.
 - o Valid OH Driver's License.
 - o Forklift certification preferred but not required.
 - o Lives within a 45 minute commute of our Dayton, OH location.
- Skills/Behaviors
 - Attention to detail
 - Mechanical aptitude and problem solving ability.
 - o Positive communication skills and multi-tasking ability.
 - Self-starter-- takes initiative with good task focus.
 - o Process driven but adaptable when change is needed.
 - Sense of urgency and customer focus, but safety conscious.
- Physical Demands
 - Prolonged periods of walking, standing, sitting, bending, stooping, kneeling, and climbing stairs.
 - Dexterity to handle small and large objects and tools.
 - Ability to lift and carry up to 50 lbs unassisted and handle inventory up to 150lbs with equipment.

0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0

1760 Tuttle Avenue • Dayton, OH 45403-3428 USA



Teamwork

- Gets along with the team. Earns the trust and confidence of the team by doing what is right, even when no one is looking. Values differences in the team, mutually accountable, and works toward a common goal.
- o Flexible and willing to work overtime, weekends and on-call as needed.

Let's talk. If you are passionate about work and solving customer challenges in a fast-paced, high energy work environment, and looking to further your knowledge and skills, then let's have a conversation. We'll keep it confidential.

Please reach out via LinkedIN or by emailing your resume with contact information to careers@elliott-tool.com. We'd love to connect with you.

0 0 0 0 0 0 0 0 0 0 0 0 0 0