

**Title:** Shipping/Receiving/Inventory Control  
**Hours:** 40 hours/week - 52 weeks/year  
**Reports to:** President  
**Job Location:** Jenison, Michigan

## **Company Profile:**

Bihl+Wiedemann is an internationally active manufacturer of electronics for automation technology with headquarters in Germany. The emphasis of our high-tech product range is on devices for occupational safety and data communication in machines and equipment. Our products are used all over the world by leading manufacturers of consumer and capital goods.

## **Job Summary:**

The ideal candidate will be professional, welcoming, engaging and pleasant – as well as being able to convey a demeanor befitting the organization and its leadership. Primary duties will include tracking inventory counts and checking items received for damages or discrepancies, as well as the ability to perform efficiently in a warehouse environment by handling incoming and outgoing deliveries. This position will act as the primary point of contact for internal customers for issues related to inventory management and shipping & receiving – providing support & responding to questions and working to resolve issues as appropriate. Regular attendance when expected during normal scheduled hours is required.

## **Essential Duties and Responsibilities:**

- Maintains the company warehouse through organizing, cleaning and cataloguing items on a regular basis
- Receives deliveries, registers them and distributes packages within the company. Inspects all incoming freight for damage; follows-up with purchasing to resolve any damaged freight issues.
- Performs thorough inspection of incoming goods to ensure products are free from damage
- Picks and packs customer orders for safe transportation. Audits each shipment prior to packing to ensure that goods match order
- Partners with logistics vendors to ensure on-time receipt & delivery of shipments
- Manages, organizes and maintains inventory – both physical & electronic
- Creates appropriate shipping documentation from the ERP system (abas)
- Records movement of goods within our warehouse management system (ProKom)
- Assists in responses to requests for tracing of missing shipments
- Accurately performs the RMA procedure when receiving in returned product from customers
- Drafts internal and external communications as requested or required
- Performs routine and unexpected duties with minimal supervision
- Willing to travel locally for general office errands

- Willing to work extended hours during busy times (both before and after regular business hours)
- Other duties as assigned

## **Minimum Qualifications:**

- One to two years of warehouse, clerical or administrative assistant experience including order entry as well as inventory management is preferred but not required
- Familiarity with shipping and handling practices & methods
- Must possess personal tact, discretion and good judgment along with the ability to report for work in a timely manner
- Able to operate barcode scanner to perform specific tasks required
- Experience working in a fast-paced and dynamic work environment and able to manage multiple priorities with minimal supervision
- Must have a VERY STRONG work ethic and the desire to deliver excellent customer service
- Team player, willing to step in when needed to support others in the office along with the willingness to coordinate lunch/vacation times with other support staff to ensure appropriate coverage of office
- Proven competencies in software applications and programs, particularly Microsoft Office (including Excel, Word, and Power Point) are required
- Working knowledge of office equipment and procedures including computers, printers, telephone systems, etc.
- Ability to pay attention to detail, provide follow-up and demonstrate excellent organizational skills
- Ability to treat sensitive/confidential information with appropriate discretion
- Strong sense of urgency, adaptability, flexibility and resourcefulness
- The ability to remain professional while under pressure handling difficult situations
- Must be able to demonstrate initiative and problem-solving abilities; possess mature judgment and demonstrate flexibility in regard to interruptions
- Maintain a clean, organized warehouse and accurate inventory levels

## **Physical Demands & Working Conditions:**

- Requires extended periods of sitting, standing & walking
- Must be able to lift up to 50 pounds, utilize hand & finger dexterity, balance, bend, twist, stoop, kneel or crawl and the ability to ambulate around the facility
- The ability to operate a pallet jack is required – training will be provided for the right candidate

**Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.**