



POSITION/ROLE: Shipping/Receiving

TYPE OF POSITION & REQUIREMENTS:

EGM Shipping/Receiving Team members work in multiple areas including, but not limited to:

- Shipping systems and parts, receiving parts, inventory management, and shipment preparation.
- This is a job that requires some physical labor and hands-on activity.
- The shipping/receiving department is responsible for packing and weighing large equipment with the utmost care and attention to detail.
- The job will require the employee to be working around machines and heavy-lifting equipment.

GENERAL DESCRIPTION & SAFETY:

As with any company, the willingness to "wear many hats" is important as tasks and assignments may change. To be successful, the employee will demonstrate a "can-do" attitude, approach new tasks with a hunger to learn, generate work that the entire company can be proud of and actively participate in making the company better. Cooperation with co-workers is a must and the ability to work in a team environment must be demonstrated early.

EGM clients often visit the premises and professional attitude, behavior and appearance is required at all times. Many client companies have confidential projects and technologies located at EGM, and no employee is to discuss the customers, projects or orders with anyone outside EGM. Professional appearance includes appropriate work attire suited to the specific work being done. Steel toe shoes are required. Additional requirements may be discussed with supervisor.

- **JOB TYPE:** FULL TIME (M-F)
- **EDUCATION REQUIRED:** HIGH SCHOOL/ TRADE
- **EXPERIENCE REQUIRED:** Self Motivation, Use of Hand Tools, Use of Power Tools, Other Requirements
- **PAY:**
 - Be paid bi-weekly on a salary (to be determined)
 - Allowed to participate in company benefits as detailed in the employee handbook (insurance, vacation, 401K, etc.)
- **ADDITIONAL DETAILS:**
 - Be subject to terms of employment as outlined in the employee handbook (will be provided to qualified candidates)
 - Professional and Timely behavior (show up on time, work hours as required, stay organized)
 - Professional and Appropriate appearance, hygiene, language and demeanor with customer and co-workers