



JOB TITLE: Distribution Support

LOCATION: Bangor, ME Office

PRIMARY FUNCTION: This position responsible for warehouse tasks including picking, product selection and order fulfillment, product preparation and packaging for shipment, receiving, stocking/put-away, shipping, including the identification of shipping method and preparation of order and shipping records in Horizon's business system, preparation of electronic and paper shipping documents, loading, and unloading trucks/carriers, wire cutting and cycle counting.

Hours: Monday- Friday 8:00 am – 5:00 pm

MAJOR DUTIES AND RESPONSIBILITIES:

Receive, inspect and verify product, ensuring product is free from damage, verify items/shipment with freight bills and purchase orders for accuracy/completeness. Initiate corrective action in the event of non-verification or damage. Put away product and update business system.

Select product to fulfill customer orders, verify product quantity and quality and initiate corrective action if appropriate. Build pallets of correctly selected products, if necessary, to be packed and shipped. Ensure pallets are complete and organized.

Separate product from totes and skids per system orders, pack and/or prepare product for shipment.

Maintain inventory count accuracy and location integrity.

Prepare orders for carrier service by picking, packing and labeling merchandise and arrange pickup. Retrieve inventory, move material and load transportation vehicles. Unload vehicles; check merchandise for damage.

Responsible for pipe pulling and wire cutting to fulfill customer orders.

Perform basic housekeeping in assigned areas.

EXPERIENCE, EDUCATION AND FUNCTIONAL REQUIREMENTS:

Ability to operate, be certified or become certified to operate pallet jack, forklift, order picker/puller, fork truck, hand truck and other material handling equipment required. Must maintain knowledge of Occupational Safety and Health Administration (OSHA) regulations relating to equipment and warehouse safety. Required certifications must be maintained to continue to be qualified for these positions.

Ability to understand and follow written and verbal instructions and processes; ability to complete mathematical measurements using measuring tapes/sticks and scales. Complete mathematical calculations including addition, subtraction, multiplication, and division. High school diploma/GED required.



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Ability to identify and follow processes/procedures and identify product and quantity variances. Ability to communicate verbally and in writing.

Data entry and/or exp. with computerized inventory/business system preferred and ability to interpret instructions from paper process.

Ability to multi-task and adjust priorities in a fast paced environment.

Ability to lift 30-50 lbs. repeatedly, up to 100 lbs. with assistance; ability to repeatedly bend, reach, stoop, push, pull, twist and remain standing for extended periods of time. Ability to work in narrow spaces and at heights of up to 30-35 feet. Corrected vision to clear distance and close vision of small numbers and letters required.

Valid driver's license and safe driving record required.

HORIZON Solutions is an Equal Employment Opportunity Employer and fully supports Affirmative Action.