

Shipping/Receiving/Warehouse

Digga North America

Unload trucks as necessary, sign for material and ensure accurate count, turn in appropriate paperwork, deliver material to appropriate area and put away Receives incoming goods, unloads, unpacks and checks goods against paperwork Moves, stacks, packs, re-packs and assemble goods as necessary Picks, packs, weighs and prepares orders and accurately completes associated paperwork Pack merchandise neatly on pallets, ensuring that heavy items are lowest on the pallet and shrink wrap pallets tightly Move pallets using forklift to staging area Labels orders ready for pickup and stores in pickup location and loads trucks as necessary Ensures inventory and stock is at 95% accuracy; communicates any anomalies to Warehouse Supervisor Ensures goods are stored and labelled in correct locations Assists in stock takes as directed Proactively monitor goods returned for warranty or credit. Ensure correct paperwork is signed off and communicated back to sales/management; ensure goods are labelled accordingly Builds trusting relationships with external freight companies; liaise when necessary Ensures checking and completion of transport documentation Make regular checks of finished goods and ensure quantities are accurate against M3 allocations, in conjunction with the Warehouse Supervisor Proactively contribute to the quality control investigation prior to dispatching of product Comply with all policies, procedures and instructions given for WH&S at the workplace by Digga and ensure the workplace is without risk to health and safety. Maintain accurate documentation and efficient recording system; ALL PAPERWORK TO BE SIGNED BY PERSON PICKING UP; SERIAL NUMBERS; Ensure no goods are sent out without paperwork or delivery dockets not signed; 100% accuracy Ensure trucks are unloaded and customers are attended to with minimal waiting time Ensure work floor space is clear of pallets and placed in correct locations. Ensure OH&S procedures and regulations are adhered to at all times Other duties as may be required from time to time.

Apply in person to:

Digga North America

2325 Industrial Parkway SW, Dyersville, Iowa