

## **Logistics Parts Center Order Processor**

Miura | Full Time | Rockmart, GA, US

**Purpose of position:** Assist Logistics department with flow of customer service requests.

### **Essential Duties and Responsibilities:**

1. Process orders in the system/Picking and Packing and arrange for shipments through carriers (LTL, UPS, FedEx, etc.)
2. Label shipments
3. Track customer shipments when necessary
4. File all shipment paperwork
5. Participate in monthly inventory
6. Pick and pack parts
7. Provide shipping dimensions
8. Ensure schedule is met and 2-day shipping is maintained

### **Position Requirements (knowledge, skills and abilities required to perform satisfactorily in the position):**

- Microsoft Office skills (Word, Excel, Power Point), and Outlook
- Detail oriented, organizational skills required
- Following procedures, directions and be able to make and understand manuals
- Being patient, but prioritize duties
- WMS or inventory system experience
- Work with diverse cultures

### **Physical Demands:**

- Position requires standing 1/3 to 2/3 of time.
- Position requires sitting at a desk working on a computer over 2/3 of time.
- Position requires walking 1/3 of time.
- Position requires reaching under 1/3 of time.
- Position requires climbing and balancing under 1/3 of time.
- Position requires talking over 2/3 of time.
- Position requires lifting up to 20 lbs. under 1/3 of time.
- Position requires pulling and pushing under 1/3 of time.
- Position requires driving under 1/3 of time.
- Position requires hearing over 2/3 of time.
- Position requires keyboarding over 2/3 of time.
- Position requires close vision and distance vision under 1/3 of time.
- Position requires climbing stairs under 1/3 of time.
- Position requires working outdoors under 1/3 of time.
- Position requires travel within 1 hour of main office 1/3 of time.
- Position requires travel more than 1 hour outside of main office 1/3 of time.
- Position requires reading and interpreting instructions over 2/3 of time.
- Position requires repetitive motion over 2/3 of time.

- Position requires regular and reliable attendance.
- Position requires proficiency in English and grammar usage skills.

**For more information and to apply, visit:**

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=89ec445e-cbdd-4cb7-a3d1-a32813e4fc81&cclId=19000101\\_000001&type=MP&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=89ec445e-cbdd-4cb7-a3d1-a32813e4fc81&cclId=19000101_000001&type=MP&lang=en_US)