



Job Description

Job Title: **Bulldog Rigging Pro**

Reports to:

BDC Operations Mgr.

Department: **260 – Storage**

Effective Date:

11/4/2020

Level/Grade:

Type:

Status:

Position Summary:

Responsible for participating in the safe operation of receiving, storing, loading, and securement of material and equipment in the warehouse.

Essential Functions:

- Participate in the safe unloading and reloading of customer owned material and equipment.
- Involved in working with our customers to setup and coordinate the jobsite equipment deliveries
- Stays in contact with the Operations Manager with changes throughout the day.
- Facilitates the acquisition of Oversize permits.
- Unload trucks and accurately receive merchandise, matching bills of lading to packing slips/quotes
- Actively lives our culture of excellence and is accountable to adhere to our standards.
- Interpret customer orders, work orders, shipping orders or requisitions to determine items to be moved, gathered, or distributed and/or shipped and maintain accurate documentation and records.
- Prepares bills of lading; checks items to be shipped against work orders to ascertain that quantities, destination, and routing are correct.
- Traces lost shipments and/or customer claims of lost shipments; initiates proof of delivery documents.
- Makes deliveries in Company vehicle.
- Performs janitorial duties in warehouse and office.
- Adheres to all Company safety rules, standards, and guidelines.
- Perform other duties as assigned.

Required Knowledge, Skills, and Abilities:

- Requires strong organizational skills and attention to detail.
- Requires strong communication skills
- Requires the ability to effectively build rapport with both internal and external customers.
- Requires a positive attitude and ability to function both independently and in a team setting.
- Must possess strong mathematical aptitude.
- Must possess strong computer skills with regards to inventory management software.
- Must be able to prioritize multiple responsibilities and manage time effectively.
- Must be able to communicate in English with regard to the essential functions of the position.

Required Experience and Education:

- High school diploma or GED.
 - One year of prior warehouse experience.
 - Valid driver's license.
 - Prior forklift experience required.
 - Prior rigging experience preferred, but not required
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Physical Demands:

- Must be able to lift, carry, push and/or pull 50 lbs.
 - Requires visual, hearing, and speech acuity.
 - Requires the ability to stand and walk long distances for extended periods of time.
 - Exposure to extreme temperatures and elements, noise, and fumes.
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Disclaimer

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____

Date_____