



Magnum Systems, Inc. is looking for SKILLED, ENERGETIC individuals who want to join our manufacturing team. We are looking for a full-time **Shipping & Receiving Associate** for our Parsons, Kansas location.

Please download and complete an [employment application](https://www.magnumsystems.com/about/careers/). You can also find it on our website <https://www.magnumsystems.com/about/careers/>

POSITION DESCRIPTION

The Shipping and Receiving Associate is responsible for preparing packages for shipment, receiving and inspecting inbound shipments, and maintaining accurate shipping records.

DUTIES & RESPONSIBILITIES

- Ensure incoming packages are signed for and properly dispersed within the company.
- Assist with inventory levels as well as maintain accurate records.
- Perform daily ERP transactions for the shipping, receiving, and inventory control functions in accordance with the internal and external shipments/receipts. This includes monitoring, updating, and interpreting data in the ERP.
- Verify and document the accuracy of incoming and outgoing shipments and orders using shipping records.
- Assist in the process to investigate and document lost inventory items, as well as lot and quantity discrepancies.
- Unpack and store, in proper location, incoming materials including purchased or finished goods.
- Receive finished goods or raw materials into ERP system from other locations and vendors.
- Ensure physical shipment attributes match all required export documentation.
- Ensure outgoing shipments are correct and incoming receipts are received and stored in correct locations for future use.
- Prepare product for outgoing shipments including picking, boxing, or other packaging methods.
- Package, ship, and receive products.
- Expedite orders as necessary to ship on time.
- Sort, count, package, label, unpack, and/or log inventory which is shipped or received.
- Inspect inbound shipments for damages or defects; record discrepancies or damages and/or returns the shipment.
- Deliver received items throughout the warehouse to where they belong.
- Cross train in paint/blast.
- Other duties and responsibilities as assigned, including special projects.

KNOWLEDGE, SKILLS AND ABILITIES

- Product knowledge or ability to grasp industrial technical products rapidly.
- Ability to operate dolly, pallet jack, forklift for loading and unloading supplies and equipment.
- Read, write, understand, and speak English clearly with excellent verbal and written communication skills.
- Read, sort, check, count, and verify numbers.
- Knowledge of postal or commercial shipping methods and procedures.

THE PEOPLE, PARTS, AND SYSTEMS THAT KEEP THE LINE MOVING.

- Computer proficient with experience in Microsoft Outlook, Excel, and Word.
- Learn, understand, and operate ERP software.
- Ability to multitask and manage multiple customer-driven shipping priorities.
- Follow directions, cooperate, work, and communicate with coworkers, supervisors, subordinates and/or outside contacts.

EDUCATION AND EXPERIENCE

Required:

- High school diploma or GED.
- Minimum 1 year comparable work experience.

ADDITIONAL REQUIREMENTS

- Must be able to pass a respirator fit test. No facial hair allowed that will prevent a respirator from fitting and sealing.

PHYSICAL ACTIVITY AND REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Heavy lifting, carrying, and/or moving up to 70 lbs.
- Frequent standing up to 100%.
- Occasional squatting and sitting.
- Grasping, pushing, pulling, holding, carrying, and manipulation of grinding, polishing, and blasting tools.
- Ability to use hands to finger, grasp, handle, hold, feel or carry objects, tools, or controls.
- Rotating fingers, hands, or wrists.
- Ability to identify parts and tools, observe operation of equipment, and visually inspect completed parts.

OTHER DUTIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required

ABOUT US

Magnum Systems was formed in 2001, but is built on two quality brands Smoot and Taylor Products, both dating back to the 60s. Smoot was founded in 1960 in Kansas City, KS with a focus on manufacturing pneumatic conveying systems, components, and our prized rotary airlock valves to serve all industries handling dry bulk solids. Taylor Products was founded in 1969 in Parsons, KS initially providing bagging and packaging equipment to the seed industry, and our offerings have expanded in bagging, packaging, and container handling through integrated technology like robotic automation.

Our wide range of systems and customers offer plenty of opportunities to put your skills to the test and learn a few new ones. Our managers know great talent when they see it, and we invest in what makes Magnum Systems a leader in our field – people like you.

WORK AUTHORIZATION

Applicants must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Visa sponsorship is not available for this position.

JOIN OUR TEAM

If you're looking to find a place where the people are passionate about what they do and work on a team that is looking toward the future, Magnum Systems is the place for you. Roll up your sleeves and work alongside the best in our industry. We offer quality benefits:

- Health, Dental, Disability, and Life Insurance

- Pre-Tax Savings Program
- Paid Time Off
- 401K
- Profit Sharing Program

Magnum Systems' policy is to provide equal opportunity to all people without regard to race, color, religion, national origin, ancestry, marital status, veteran status, age, disability, pregnancy, genetic information, citizenship status, sex, sexual orientation, gender identity or any other legally protected category.

Magnum Systems is proud to be a drug-free workplace.