



Warehouse Associate/Picker and Packer

Company Overview:

Shipping Pilot is an all-in-one e-commerce fulfillment company that automates and handles shipping and fulfillment for small businesses. We are committed to providing our clients with whatever they need to ensure their growth. We provide shipping, warehousing, fulfillment, and everything in-between.

We are a start-up company poised for rapid growth over the next several years. We are looking for highly motivated candidates who want to join a fun and exciting team, while also learning the ins and outs of our business. We offer the unique ability for our team members to grow and own their own career path.

We offer 20 days of paid time off, paid maternity and paternity leave, paid volunteering opportunities and a 401(k). We also have an on-site gym and arcade room!

Job Summary:

As a Warehouse Associate/Picker and Packer, you will be fulfilling orders by selecting an ordered piece of merchandise and preparing it for shipment. Our warehouse is in Middleburg Heights, Ohio.

We are looking for individuals who can work full-time. The available schedules are 1st shift Monday – Friday and 1st shift Saturday – Wednesday. The starting pay is \$15 per hour with a \$1 shift differential for those who work on the weekends. We also offer a \$0.50 increase after 30 days of employment.

If you are interested in learning more about this position, please send your resume to hr@shippingpilot.co. If you do not have access to a computer, call us at 216-230-3340 to schedule a time to come in and complete an application.

Job Description:

- Pull and pack product based on daily orders.
- Meet specific customer orders in a timely manner.
- Keep products separated, organized and in good rotation.
- Monitor product quality frequently, reporting problems to mitigate safety issues.
- Maintain accurate inventory records and order fulfillment.
- Operate various pieces of equipment (i.e., Tow Motor, Bendi, Palletizer, Dolly Loader, Pallet Wrapper, Forklift and Electrical Pallet Jacks).
- Report any issues to management.
- Utilize a continuous improvement mindset and assist in identifying opportunities to improve processes.
- Follow good warehouse processes and required work safe practices.
- Maintain a clean, sanitary, and safe work environment.
- Perform other duties as assigned.

Experience/Education Requirements:

- High School diploma, GED, or equivalent is required.



- 1 year of Warehouse experience is preferred.
- At least 6 months of pick/pack/ship experience is required.
- At least 6 months of experience using a hand scanner is required.
- 1 year of forklift experience is required.

Physical Requirements:

- Must be able to lift 50lbs or more.
- Must be able to stand for long periods of time.

We are an equal opportunity employer. We maintain a policy of non-discrimination in providing equal employment to all qualified individuals regardless of race, sex, sexual orientation, gender identity, age, color, religion, national origin, disability, genetic information, protected veteran's status, or other legally protected classification in accordance with applicable federal, state, and local law.