

The Yost Superior Co.

Shipping Associate Job Description

We are looking for a Shipping Associate to weigh, pack, and ship orders to our customers. Candidate must be able to multitask while maintaining accuracy in a fast-paced environment.

Responsibilities to include, but not limited to:

- Pack orders properly by following shipping instructions.*
- Ability to use parts scale to obtain correct part quantity.*
- Send orders to plating and other outside vendors.*
- Communicate with customers and vendors.*

Minimum requirements

High school diploma or equivalent.

1-3 years of experience.

Forklift experience helpful.

Computer/Microsoft Office experience.

Skills Required

Able to lift 50 lbs.

Able to stand for 8 hrs./day.

Math skills.

Reading and writing skills.