



POSITION SPECIFICATION

May 26, 2021

POSITION TITLE: Shipping, Pick/Pack & Assembly

REPORTING TO: Dave Foxcroft, President & C.O.O., Fox 40 International Inc.

LOCATION: 340 Grays Road, Hamilton, Ontario, Canada

THE COMPANY: Fox 40 International Inc. (www.fox40world.com)

Fox 40 International Inc. is the leader in whistle technology, selling thousands of whistles/ sporting goods accessories and boating safety products to over 160 countries worldwide. Fox 40 International, including Fox 40 U.S.A., is a small family owned company that has aggressive objectives to greatly increase global sales and market presence. The company has a commitment to relentless improvement, innovation and excellent customer service through its 'do-what-it-takes' attitude.

POSITION SUMMARY / RESPONSIBILITIES (including, but not limited to):

Fox 40 International Inc. is presently seeking an experienced **Shipping, Pick/Pack & Assembly Team Members** to achieve daily shipping and distribution operations. Responsibility to ensure complete orders are shipped and delivered in a timely manner while assisting with the Production, Assembly and Pick and Pack Team of workers. A successful Team Member is analytical, well-organized and excels in communication. They must be comfortable with paperwork and information systems and have great knowledge of shipping and receiving procedures as well as experience in working with people. The goal is to ensure that the Shipping, Pick and Pack and Assembly processes are running smoothly and effectively.

- Pick and Pack team (order picking, production & assembly, etc.)
- Direct the flow of product from assembly, preparation to shipment
- Use software to track, check, prioritize and route orders
- Organize all important documents related to International Shipping, Customs etc.
- Inspect labels, barcodes and other features of completed orders
- Resolve issues regarding shipped orders
- Ensure compliance to legal regulations and company policies
- Report to management on activities and issues

REQUIREMENTS:

- **Education or Experience in Shipping, Pick & Pack or related field.**
- Solid knowledge of logistical procedures
- Experience in using EDI and preparing international shipping documents
- High energy, entrepreneurial and “work-hard-play-hard” mindset
- Self-starter who will thrive within a team atmosphere
- Attention to detail and problem solving
- Excellent organizational and communication skills
- Must be comfortable in a collaborative and consensus-oriented organization
- Ability to follow communication procedures, guidelines and policies

PERSONAL ATTRIBUTES/CHARACTERISTICS:

- Results oriented Creative, “out of the box” thinker
- Strong analytical and organizational skills
- High Energy with ability to quickly focus on priorities
- Friendly, Approachable, Communicator
- “Roll up the sleeves and get it done” mentality
- Flexible and adaptable; collaborative
- Ability to multi-task, prioritize, and manage time effectively

COMPENSATION:

Remuneration is Negotiable Depending on the skills & experiences of the individual.

CONTACT INFORMATION:

If you are qualified and interested in being considered as a candidate for this great opportunity, please submit your resume (in WORD format) to hr@fox40world.com In the subject line, please indicate **“Shipping, Pick/Pack & Assembly” No Phone Calls. Only selected applicants will be contacted for interview.**