

**Job Opening:** Shipper

**Currently Reports To:** Brett Bergman, Logistics Supervisor

**Shift:**  Monday - Friday, 7 am – 3:30 pm (occasional additional day(s) and overtime expected to support business needs)

**Internal Applications Accepted Thru:** Sunday, September 23rd, 2018 by 5 pm **External:** Until Filled

Leatherman Tool Group, Inc. is seeking a Shipper for our world headquarters located in Portland, Oregon. Leatherman is the world leader in the design and manufacturer of innovative, high quality, compact, multi-purpose tools. We employ over 500 Team Members in our 90,000 square feet facility. Visit our website at: [www.leatherman.com](http://www.leatherman.com)

The successful candidate for the Shipper will perform routine tasks associated with pulling inventory from stock locations, packing into shipping cartons, and preparing for shipment to the customer.

**The ideal candidate must be able to:**

* Pick orders using RF Gun following written instructions on sales order.
* Prepares shipping packing lists, prioritizes based on established procedures, and verifies routing/carrier information.
* Packs order using “scan and pack process” on computer or RF Gun; selects appropriate sized box; load product into box to protect packages and per customer requirements; affixes address labels and appropriate documentation to package; seals package.
* Processes packages for shipment: weighs boxes; completes UPS, Fed Ex, US Post or other designated carrier shipping forms.
* Prepares documentation for shipments (domestic and international) to include Bill of Ladings for LTL shipments.
* Arranges for and schedules pick up of shipments with freight carriers.
* Assists other LTG personnel in selecting proper freight carrier from approved alternatives that meet delivery requirements or needs (Company shipment forms).
* May be asked to participate in a cross-functional team to improve the department function.
* Stacks boxes on pallet(s) and stretch-wraps and bands them to shipping department standards.
* Assists freight carrier drivers to identify, verify and assist in loading (if requested) shipments.
* Sustain 5S in work area.
* Files historical shipping documents and maintains file organization.
* Uses label programs to prepare bar-code labels to customer specified standards in specified quantities.
* Operate WAV personal lift vehicle, forklift, and other powered industrial trucks, as needed, with certifications.
* Perform packaging, material handling, and laser engraving tasks as needed.

**Competencies:**

* Ensures accountability (1) – Hold self and others accountable to meet commitments.
* Instills trust (36) – Gain the confidence and trust of others through honesty, integrity, and authenticity.
* Customer focus (11) – Build strong customer relationships and deliver customer-centric solutions.
* Collaborates (6) – Build partnerships and work collaboratively with others to meet shared objectives.
* Decision quality (12) – Make good and timely decisions that keep the organization moving forward.
* Action Oriented (2) – Take on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm.
* Optimizes work processes (38) – Know the most effective and efficient processes to get things done, with a focus on continuous improvement.
* Values differences (14) – Recognize the value that different perspectives and cultures bring to an organization.
* Communicates effectively (7) – Develop and deliver a variety of communications that convey a clear understanding of the unique needs of different audiences.
* Courage (10) – Step up to address difficult issues, saying what needs to be said.
* Demonstrates self-awareness (29) – Use a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses.
* Situational adaptability (31) – Adapt approach and demeanor in real time to match the shifting demands of different situations.

**Experience and Education Requirements:**

* High School diploma or GED required.
* 2-3 years of warehouse and/or shipping experience in a Leatherman like manufacturing environment preferred or a minimum of 1 year on the Leatherman Logistics team having cross-trained in shipping.
* Ability to effectively utilize basic math skills required.
* Ability to read, comprehend, and write English at a level to effectively utilize and interpret MSDS’s, work instructions, and technical manuals.
* Basic knowledge of Microsoft Office software skills (Word, Excel, & Outlook) and Microsoft Dynamics AX experience preferred.

**Physical Demands/Working Conditions/Physical Hazards:**

While performing the duties of this job, the employee is continually required to stand; walk; balance; use hands to finger, handle, grasp, or feel objects, tools, or controls; reach with hands and arms, some overhead. The employee is occasionally required to lift up to 50 lbs.; sit; climb; twist, stoop, kneel, crouch, or crawl; and talk or hear. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception. While performing the duties of this job, the employee regularly works in a production environment with regular exposure to noise, coolant vapor, dust and lubricants managed through an exhaust system. Work area is well lit and air conditioned.

**To Apply:**

At Leatherman, we are also interested in how you think, behave and integrate.  With this in mind, please give extra consideration and time to each question when you apply thru our online applicant module.  You will want to allow yourself 20-30 minutes; we do consider this a key part of our selection process.  Please attach a resume and watch your email for upcoming communication(s) and information.

**Leatherman Employees & Associates, please apply through UltiPro**:

Log in to UltiPro, Click Menu > Myself > My Company > View Opportunities, select job title to apply.

**External Candidates, please click the URL to apply:**

[**https://recruiting.ultipro.com/LEA1002LEATH/JobBoard/164fd681-d8f9-4595-8253-112fb5d5a2da/Opportunity/OpportunityDetail?opportunityId=e1688117-112b-41af-b8e3-e9d7fe271b4d**](https://recruiting.ultipro.com/LEA1002LEATH/JobBoard/164fd681-d8f9-4595-8253-112fb5d5a2da/Opportunity/OpportunityDetail?opportunityId=e1688117-112b-41af-b8e3-e9d7fe271b4d)

**Excellent Benefit Package:**

Competitive Compensation, Bonus Plan with Performance Multiplier, 401k Employer Match up to 5%, Onsite Health Clinic, Medical, Dental, Life Insurance, Award Winning Wellness Program, PTO, 10 Paid Holidays, On-Premise Gym, Opportunities for Career Advancement and Personal Growth with Educational Reimbursement Program, Employee Assistance Program and Employee Discount on Products.  Come be part of the Leatherman Team. Leave nothing undone . . . . Including your career!

**Core Values:**

We thrill our consumers with quality, products, and service; We care about each other’s well-being; We share ideas, challenge each other and do the right thing; We respect each other, show humility and grow from our failures; We foster the development of individuals to reach their greatest potential

Pre-employment background check, drug screening for illegal substances only, is required. Equal Opportunity Employer.