



## **Shipping and Receiving Assistant**

We like to say O'Neil Printing is the “oldest start-up” in Arizona. A long-standing iconic brand with 113 years in the making, O'Neil started as a commercial printer and is transforming to a tech leaning company with print solutions expertise. We are fueling our growth through technology, automation and innovative solutions. This includes a focus on dynamic print solutions, large format signage and lifecycle/direct marketing. Located in Phoenix, Arizona, O'Neil has a brand-new state of the art facility that is sure to Impress. We are currently growing at a record pace and are looking for awesome individuals to join our team.

### ***Summary***

O'Neil Printing has an immediate opening for a Shipping and Receiving Assistant. This position will report directly to the Logistics Supervisor. This is a full-time non-exempt position. Normal days and hours of work are Monday through Friday, 8:00 am to 5:00 pm MST. Individual may be required to work additional hours and/or days to meet schedule demands.

### ***Role & Responsibilities***

- Process and ship products per company procedure
- Utilize carriers and 3<sup>rd</sup> party shipping software
- Manage distribution lists
- Manage data and information in various software programs
- Receive and inspect incoming materials
- Box, label, palletize and wrap materials according to company procedures
- Operate Forklift, Pallet jacks as needed
- Operate all equipment safely per manufacture's specifications
- Maintain a clean and organized work area
- Abide by all company policies and procedures
- Produce quality materials that meet O'Neil's standards
- Produce accurate work in the most efficient and effective way
- Communicate critical job or production information across departments and shifts
- Effectively communicate and behave in a professional manner with all employees, clients, vendors and guests
- Maintain and demonstrate a positive and supportive attitude
- Strive to perform at the highest level and continually improve
- Keep management informed on general conditions and on matters of importance which could impact quality, cost, or safety
- Ensure compliance with all security, safety, and work rules and regulations including HIPAA, EEOC, OSHA, hazardous material handling, and O'Neil Printing Employee Policies and Procedures
- Ensure the timely completion of all required records, paperwork, reports, documents, etc.
- Perform other duties as assigned



### ***Working Conditions & Physical Requirements***

This is a production environment position that may require incumbent to work flex hours to meet company needs and schedule requirements. While performing the duties of this job, employee is occasionally exposed to moving mechanical parts, fumes and airborne particles, toxic or caustic chemicals, loud noises, and vibration. Employees in this position may be advised or required to utilize personal protective equipment including but not limited to ear protection, eye protection, foot protection, lifting equipment, and protective smocks.

Physical requirements include walking, standing, sitting and must have the ability to lift approximately 40 pounds. The employee may also be asked to operate specialty equipment including forklifts. Part of the job responsibility will also be from a desk utilizing both the phone and computer.

O'Neil Printing offers excellent benefits including:

- Comprehensive health, dental and vision benefits
- Paid Time Off
- ESOP (Employee-Owned Stock Program)
- Training and Development
- 401K Plan

For additional information or questions, please contact [careers@oneilprint.com](mailto:careers@oneilprint.com)