



BAHAMA BUCK'S FRANCHISE CORPORATION WAREHOUSE SPECIALIST

DEPARTMENT: Warehouse

REPORTS TO: Warehouse Director and Manager

RESPONSIBILITIES

- Prepare shipping paperwork & documents for order shipments
- Day-to-day shipping responsibilities, including: Calling shipping companies and making shipping arrangements
- Notes on orders, or any changes the Franchisee needs on their order
- Custom Owner/Manager Name Badge ordering
- Answering phone calls from franchisees, managers, shipping companies, etc.
- Call freight companies to schedule freight pickup(s).
- Email franchisees/managers about shipments or any changes to their orders (missing, added, or auto-shipping out missing items)
- Create shipping labels for auto-shipments & enter information into "Auto-shipment" Google sheet(s)
- Get locations and inventory put into Fishbowl to push orders through
- Fulfill any backorders
- Inform the Inventory/Warehouse Manager of any inventory item that may need to be ordered using the Inventory Request Form

QUALIFICATIONS

- Must be self-directed
- Must have organizational skills
- Must be proficient in deductive reasoning
- Must be licensed to operate a vehicle
- Excellent oral and written skills, and the ability to communicate with all levels of the organization in the English language
- Possess basic math skills (add, subtract, multiply, and divide)
- Place value on diversity and show respect for others
- Ability to problem-solve and handle high-stress situations

ESSENTIAL FUNCTIONS

- Must be able to lift 75 pounds
- Must be able to work with individuals in high-stress situations and not escalate the situation, but find solutions
- Must be able to work in an office, production facility, and warehouse environment
- Must be able to stand and walk on hard surfaces for up to 8 hours