



**OPEN AS OF 5/23/2017**

**Full Time Employee needed for Shipping, Receiving and General Warehouse work.**

**Position Summary:**

In a fast-paced, ever-evolving, wall to wall air conditioned show-room and distribution warehouse (about 3,600 square feet) and under the general supervision of the Warehouse Supervisor or other Management-level Supervisor, the employee will perform a variety of distribution warehouse-related duties.

**About us:**

Suncoast Precision Tools, Inc. is a family owned industrial cutting tools and supplies distributor based in Pinellas Park, Florida. We've been in business since 1963 and operate from a 3,600 square foot air conditioned facility which include offices, a small showroom, employee breakroom, and warehouses. We maintain an inventory of over 23,000 unique items from a variety of quality USA and overseas tool and supplies manufacturers. After an initial 90 day probationary period we offer premium health care insurance with a 50% company match, 401K retirement plan with a 3% company match (based on your minimum contribution of 3%), 7 paid Holidays, and paid Personal Time Off.

**Education and Experience Requirements:**

- Applicant must have a High School Diploma or equivalent General Education Degree (GED).
- Applicant must have a minimum of 2 years recent experience in shipping using the UPS World Ship program and USPS shipping services.
- Basic computer knowledge and computer skills are required.
- Must be a team player and be able to work well with others in a cooperative spirit to accomplish daily goals.
- Applicant must possess the ability to read, write, hear, speak, and fully understand the English language.

**Physical and Cognitive Requirements:**

- Visual requirement is for close vision, distance vision, peripheral vision, and the ability to adjust focus. The ability to see colors is preferred but, not necessary.
- Must to able to recognize a series of numbers to accurately pick items from stock locations.
- Must be able to add, subtract, count, and perform basic mathematics functions.
- Must have fine finger dexterity and feeling, with the ability to handle small objects.
- Must be fully mobile with the ability to stand, walk, sit, reach, bend, stoop, kneel, lift, extend, twist, turn, carry, grasp, push, pull, and utilize a 3-step safety ladder.
- Must be able to safely use a box cutter to open boxes, bags, and unpack pallets of incoming product.
- Must be able to fold boxes and use a tape dispenser to assemble and erect new boxes for outgoing shipments.

- Must be able to deal with, and act professionally to handle, sometimes stressful situations as they arise.
- Must have problem solving skills with the ability to recognize and resolve stock discrepancies as found.

**Primary Duties and Employee Responsibilities:**

- Must work daily from 9:00 am to 6:00 pm Monday through Friday.
- Must be punctual and maintain attendance standards.
- Must be willing to work occasional overtime as needed.
- Fill out packing lists and pick items from various stock locations to fulfill customer orders.
- Neatly pack and prepare customer orders for local pick-up or subsequent shipping.
- Ship customer orders via USPS and UPS using Stamps.com and UPS World Ship programs.
- Record the shipment of outgoing orders into our database.
- Receive incoming stock orders by comparing a packing list to actual items received, note any discrepancies, alert the supervisor of such discrepancies, and sometimes contact the shipper to resolve these issues.
- Put incoming inventory away into the proper stock locations.
- Perform physical inventory counts.
- Have customers sign for their orders at the pick-up counter, make change for cash-paying customers, and run a credit card through our secure credit card system.
- Keep the various work stations neat and organized.
- Use a pallet jack for occasional pallet receipts.
- Must be willing to be trained and certified in the safe operation of our walk-behind electric straddle lift.
- Scan documents and electronically file them into the correct computer files.
- Must be detail oriented with an emphasis on customer satisfaction.

**To Inquire for this Job Please Email us only at**  
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