



Güdel, Inc. is currently looking for the following position at our US location in Ann Arbor, Michigan:

Shipping, Receiving & Inspection Representative

Güdel Inc. is the US subsidiary of Güdel Group AG, a global manufacturer of robotic automation products, systems, and services. Güdel supplies motion enabling components, linear motion modules, robot track motion units, gantry robots, and related automation solutions to OEM's, systems integrators, and machine builders serving the automotive, aerospace, construction, logistics, heavy industrial, and power generation industries.

Güdel's USA headquarter is located in Ann Arbor, Michigan, providing North American customers with engineering, design, production, installation, and customer service support. Güdel Group AG was founded in 1954. Headquartered in Langenthal, Switzerland, today Güdel operates in 30 locations worldwide.

Summary

The Shipping, Receiving & Inspection Representative performs tasks relevant to the shipping, receiving and proper disposition of goods and materials, inspections of inbound materials to validate quality and supports on-time, complete and accurate order fulfillment. The right candidate will assist in Güdel's efficiency by improving teamwork, accuracy, reliability, and increased delivery of all activities while at the same time, building positive work relationships and increased customer and supplier satisfaction.

General Duties

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Validates/verifies incoming and outgoing shipments.
- Determines method, prepares shipping orders (pack, seal, label) shipments to ensure a safe and reliable delivery.
- Records shipment data (weight, rates, damages and discrepancies).
- Inspects and examines incoming contents of shipments and compares with records (manifests, invoices, orders).
- Takes appropriate action to rectify damaged goods/materials, shortages or nonconformance to specifications.
- Delivers/routes materials (via Forklift, bins, carts etc.) within facilities and inventory areas.
- Maintains and optimizes inventory of shipping materials, supplies and equipment.
- Transports items to vendors and suppliers to facilitate deliveries.
- Performs other duties as required.
- Adheres to all safety and compliance requirements of the company.
- Adheres to the Quality System and participates in continual improvements.

Qualifications

- Ability to maintain accurate and detailed documentation.
- Ability to work in a harmonious and team-oriented environment.
- Proficiency in MS Office (Word, Excel), ERP systems (SAP, Microsoft Dynamics AX (Axapta) and on-line shipping and receiving applications.
- Demonstrated experience with shipping procedures, rates and routes.

- Ability to work with limited Supervision.
- Ability to drive a Fork Lift.
- Ability to properly wear PPE (Personal Protective Equipment).

Education and/or Experience

- Associates degree from a two-year college in a related field, or equivalent military training, plus two years of related industrial experience, or equivalent combination of education and experience.

Professional Attributes

- Highly energetic and self-motivated.
- Detailed, Accurate and Deadline Driven.
- Contributes towards a harmonious and team-oriented environment.
- Relationship builder, both internally and externally with customers. Ability to recognize and report competitive product offerings and strategies.
- Highest degree of ethics and integrity. Behaves with full transparency and builds trust.

Language Skills

- Excellent English language oral and written communication skills. Ability to understand written and verbal instructions.

Mathematical Skills

- Ability to perform basic math calculations (addition, subtraction, division, multiplication).

Reasoning Ability

- Ability to define problems, collect data, establish facts and draw valid conclusions.

Certificates, Licenses, Registrations

- Must be authorized to work in the U.S.A
- Valid Driver's Operators License with no work-limiting restrictions. Valid Chauffer's or Commercial Driver's license preferred.
- Fork Truck and Crane Operations Training License

Physical Demands

- While performing the duties of this job, the employee is regularly required to talk and hear.
- The employee is occasionally required to stand, walk, sit and bend.
- The employee must regularly lift and/or move up to 35 lbs. and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and focus.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to focus.
- Must have the ability to effectively deal with a reasonable amount of stress due to the fast paced environment.



Work Environment

- General multi-facility factory and warehouse with indoor/outdoor facility access and truck dock conditions.
- Willingness and ability to work flexible hours and occasional weekends.
- This position will transition to the afternoon shift after an adequate amount of training.

To Apply

Please send your resume, cover letter and salary specifications to careers@us.gudel.com or fax to 734-214-9000.

For more information go to www.gudel.com/us