

Our Purpose & Who we Are:

At Sentec we aim to improve the lives of patients by advancing respiratory monitoring solutions to provide clinicians the continuous insight they need to guide care and – most importantly – improve patient outcomes.

Our Values:

Patient Focused

Collaborative

Integrity

Quality

Job Description: Shipping Specialist Summary

We are seeking a Shipping Specialist to join our order fulfillment team. In this role, you will retrieve items based on invoices or shipping lists, verify the amount or type of items, and safely package them for shipment. As part of this process, you will generate shipping labels and sort completed packages into the proper distribution area.

As Shipping Specialist, you will pick and pack items from our warehouse to fill orders. This involves building the boxes or pallets for shipment and placing packaged orders in the correct area for distribution. While you are picking items, it is essential to visually check them for damage before packing them for shipment.

Essential Duties and Responsibilities:

- Retrieve items for shipment
- Verify the items in each order and package them for shipment
- Generate shipping labels and packing slips
- Sort packages into the proper area for shipping or receiving
- Answer calls regarding shipping inquiries
- Update and utilize ERP system for inventory management and order fulfillment
- Help process returns
- Pick and pack items for each order
- Follow workplace safety standards and follow procedures to ensure quality standards are met
- Properly accounting for the location of incoming goods
- Assuring no damaged items are sent or received

Sentec

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Qualifications/ Education:

- High school diploma or GED certificate
- Basic reading and math skills
- Ability to stand for long periods and lift up to 50 lbs
- Strong communication skills
- Good working knowledge of warehouse data systems
- Ability to meet pressing deadlines with attention to detail
- Superior organization and documentation skills

Preferred skills:

- Microsoft office
- Experience in shipping and receiving a plus
- Experience with UPS/FEDEX shipping software
- Experience using label-making software and packaging machinery
- Familiarity with ERP software such as Microsoft NAV