

Job Title: Shipping and Receiving Associate

Location: RMS Omega – Rosedale, Maryland Office

About RMS Omega

At RMS Omega Technologies, we're passionate about improving outcomes through strategic technology solutions. We are a leading systems integrator of advanced tracking and automated data collection solutions utilizing RFID, mobile data collection, barcode printing, scanning, and wireless RF networking. If these technologies excite you, we would love for you to join our team.

Job Description

In this key role, the Shipping and Receiving Associate is responsible for overseeing warehouse/logistical functions in a timely and safe fashion, including receiving, shipping, inventory control, and other tasks as assigned meeting or exceeding established Service Level Agreements (SLAs). The Shipping and Receiving Associate is responsible for accurate data entry into corporate software systems, so attention to detail is critical.

The Shipping and Receiving Associate will report to and be assigned tasks by the Service Desk & Support Manager working closely with all Technical Service team members. The right candidate must be able to perform the following tasks:

- **Receiving**
 - Receives all incoming FedEx, UPS, and other carries
 - Unboxes, verifies contents, labels with the appropriate information, and enters data into the accounting system
 - Captures serial numbers of hardware in receipt
 - Scans and emails vendor packing slips to Operations
 - Prints and labels orders with Customer name, order number, date received upon receiving and setting Service Order status into Service Management system
 - Distributes all incoming shipments to appropriate areas
 - Pulls batteries from incoming shipments and puts them on the chargers
 - Operates forklift for incoming and outgoing shipments as needed
- **Shipping/Fulfilling Orders**
 - Updates orders with serial numbers
 - Picks all warehouse orders (labels, ribbons, accessories, etc.)
 - Processes shipping paperwork in the accounting system
 - Palatizes freight shipments and schedules pickup
 - Processes shipment labels from UPS/FedEx
 - Keeps an inventory of office/shipping supplies needed
 - Maintains accurate inventory controls
- **Other**
 - Maintains organization and cleaning of the warehouse
 - Works with the Finance and Operations teams to investigate order or receipt inquiries
 - Works in a fast-paced environment, constantly on alert for deliveries

- **Integration**
 - Basic tasks include but are not limited to:
 - Contributes to keeping pre-print jobs running
 - Putting together kits for customer orders
 - Helping with basic hardware configuration

Requirements

- 5+ years relevant work experience
- Attention to detail and organization skills
- High-level of computer skills
- Microsoft Word & Excel
- Experience with warehouse environment and order selecting
- Experience with shipping and receiving processes within a financial system, including data entry
- Forklift certification is a plus but not required
- Excellent communication skills
- Physically able to lift to 50lbs

Education

- High school diploma; certifications, and/or equivalent years of experience

Compensation & Benefits

- Competitive compensation and benefits package, including:
 - Dental and Vision Insurance
 - Short- and Long-Term Disability
 - Life Insurance of 1 time your salary
 - 401(k) match
- Health Insurance coverage
- Flexible PTO including holidays and sick time