



Job Description

Position: Facilities and Shipping Associate
Department: Facilities
Reports To: Facilities Manager
Status: Full-time; Non-exempt

POSITION SUMMARY:

The Facilities and Shipping Associate contributes to the day to day maintenance and monitoring of facilities, warehouse, and shipping operations in a manufacturing setting. Duties include general maintenance/monitoring of building systems such as HVAC, water purification, air compressors, facility security systems, as well as related duties involving hazardous materials, janitorial services, shipping & receiving services, and emergency related issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform typical maintenance tasks to support the entire facility
- Ensure accurate, efficient, and safe handling of merchandise and hazardous materials during all phases of receiving, storage, and shipping
- Inspect all facilities and lock buildings in evening
- Maintain shipping log with detailed information regarding goods shipped daily
- Receive, off-load, sort, store, and retrieve product; assist in packing sales orders
- Detect and report defective materials or questionable conditions to Management
- Perform prescribed preventative maintenance on machinery and the building or grounds as required
- Monitor and trouble shoot facilities systems to determine types of service needed
- Collaborate with vendors and outside contractors
- Work with safety team and assist with safety and emergency related events
- Oversee janitorial service, sign cleaning logs; maintain cleaning supply inventory to support housekeeping
- Assist with employee moves and arranging furniture and partitions
- Transport shipments and materials to both Biocoat facilities; obtain required signatures
- Inspect various safety equipment and fire extinguishers on a routine basis
- Other duties as assigned

QUALIFICATIONS & REQUIREMENTS:

- High School diploma or GED required; Current valid driver's license
- Able to work 10:30a-7:00p M-F and on-call for emergencies.
- Warehouse, shipping & receiving experience preferred
- Experience with building access systems and building monitoring equipment desired
- Experience with hazardous materials is beneficial



- Competencies in communication, problem solving, and project management
- Independent worker and self-starter capable of managing issues that arise within the normal course and scope of position with limited supervision
- General knowledge of facilities systems
- Flexible team player with a service orientation and a “can-do” attitude
- Ensures all interactions are consistent with company values and treats others with dignity and respect.

Apply directly on Indeed here:

<https://www.indeed.com/jobs?q=Biocoat&l=Horsham%2C%20PA&vjk=b9df952c2b309456&apply=1>