

Position: Shipping/Warehouse Associate

Reports To: Operations Manager

About Us: REV Robotics is one of the fastest growing companies in educational robotics. Our people, and their passion for STEM education (FIRST Robotics, in particular) set us apart. We have a relaxed and friendly office located in Carrollton, TX, just outside of Dallas, and are always looking for people who are willing to stretch their abilities to make STEM education materials more accessible and impactful to everyone.

Job Summary: REV Robotics is seeking a Shipping & Warehouse Associate who is interested in the logistical process including all aspects of Shipping, Receiving, and Warehouse duties. The associate will be encouraged to provide ideas and improvements to the Operation Manager.

Primary Responsibilities:

- Locating and pulling stock to fulfill customer web orders and purchase orders.
- Reviewing orders for accuracy and package according to specifications.
- Process shipping documents, including USPS, FedEx, and DHL options.
- Perform inventory cycle counts to ensure stock accuracy.
- Loading and unloading carrier trucks as necessary.
- May represent REV at FIRST and other off-season events
- Other responsibilities as needed to ensure that the goals of REV are met

Requirements:

- Having basic mathematical skills
- Demonstrating verbal and written communication skills
- Being proficient in basic computer applications
- Must have the ability to follow directions, and work independently with minimal supervision
- Work with a flexible schedule and demonstrate effective time management
- Being able to stand for long periods of time and ability to lift up to 50 lbs
- Familiarity with shipping software
- Forklift experience a plus

How to Apply

- Email Jobs@REVrobotics.com by January 4th, 2019
 - Subject line "Shipping/Warehouse Associate"
 - Include a Resume and Cover letter
 - Also include start date availability and any salary requirements