Shipping/Packaging Assistant

TowHaul

***TowHaul***, a leading manufacturer of off-road mining equipment, is currently seeking a Shipping/Packaging Assistant. The shipping assistant is in charge of handling day to day parts shipping & packaging for TowHaul clients including packing, processing and communication to customers or suppliers. Full time position.

Salary: DOE

RESPONSIBILITIES (include but are not limited to)

* Build and package ***TowHaul*** OEM crates and pallets
* Load and Unload trucks
* Responsible for accurate shipping documentation for ***TowHaul*** OEM parts
* Work with service, systems and purchasing teams to efficiently ship part sales
* Customer and supplier communication and follow up throughout the process
* Coordinate projects with internal teams (service, systems and purchasing)

REQUIRED SKILLS

* High level of accuracy and attention to detail
* Ability to read technical drawings
* Strong written and verbal communication skills
* Proven ability to follow specific instruction, manage multiple projects at a time while paying strict attention to detail
* Must be able to work effectively with both internal and external customers
* Must be flexible and adapt to last minute changes
* Forklift and heavy equipment operating experience (job will certify)
* Valid driver’s license
* Must be able to lift 70 lbs.

experience and educatIOn

* High School diploma or equivalent

success factors

* Safety first mindset and attitude
* Comfortable in a team-oriented environment, where the success of the company is of paramount importance
* Strong initiative and ability to work with minimum supervision
* Excellent communication skills – both written and verbal
* Solid documentation skills
* Attention to detail
* Effective planning and organizational skills
* Adaptable, flexible, and dependable
* Safe & efficient forklift operation
* Safe & Efficient overhead crane operation
* Quality workmanship at all times
* Practiced at critical thinking, decision making and problem solving
* Positive attitude and teamwork are crucial

Physical demands and work environment:

*The physical demands and work environment described here are typical, however not intended to be all-inclusive and are subject to change per the environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions for the position.*

Physical demands:

* Able to bend, stoop, squat, and twist
* Able to be on feet continuously for long periods of time
* Able to lift up to 70 lbs. regularly

Work Environment: The noise level in the work environment is usually moderate, however can be severe and caution shall be executed with the use of PPE as required.

Performance standards

* Delivery of accurate, consistent work with superb attention to detail
* Identify urgency and coordinate accordingly to ensure production flow

**EXPECTATIONS**

All employees are expected to interact with other members of the organization in a professional and respectful manner, with the goal of producing on-time and high-quality work being the highest priority. All employees must maintain excellent communication with supervisors and engineers and a professional attitude and approach to issues within the company.

We are a drug free workplace and require pre-employment testing.

**BENEFITS OF EMPLOYMENT**

In addition to excellent career growth opportunities, Federal Signal Corporation offers a wide array of benefits including: bonus potential, insurance (life, medical, dental, vision), paid holidays, paid vacation, and 401(k) with matching contributions. We provide our employees with a smoke-free, drug-free workplace.

**ABOUT US**

For over 40 years, TowHaul has been dedicated to designing and manufacturing the most reliable, efficient, and adaptable off-road equipment in the mineral extraction industry. Driven by customer need, we have created custom solutions for towing and hauling in the most extreme conditions on Earth. From the Australian Outback to the Arctic Circle, TowHaul creates products that meet and exceed our customers’ towing and hauling needs.  For more information visit [www.towhaul.com](http://www.towhaul.com/)

We are a “Solution Driven” manufacturer for the mining industry.  At Ground Force Worldwide we design, engineer and manufacture the World’s Finest Mine Support Equipment. We offer a diverse product line for surface & underground mining and have trucks working in over 60+ countries worldwide. We have been providing our customers and dealers with custom solutions for over 30 years. Our history of innovation and strong customer relationships around the world prove us a World Leader in our industry. For more information, visit [www.gfworldwide.com](http://www.gfworldwide.com/).

Federal Signal Corporation (NYSE: FSS) builds and delivers equipment of unmatched quality that moves material, cleans infrastructure, and protects the communities where we work and live. Founded in 1901, Federal Signal is a leading global designer and manufacturer of products and total solutions that serve municipal, governmental, industrial and commercial customers. Headquartered in Oak Brook, IL, with manufacturing facilities worldwide, the Company operates two groups: Environmental Solutions and Safety and Security Systems. For more information on Federal Signal, visit: [www.federalsignal.com](http://www.federalsignal.com).

The Company is an equal opportunity employer. Qualified applicants will not be discriminated against on the basis of, and will receive consideration for employment without regard to, race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, genetic information, status as a protected veteran, or any other protected category, characteristic, or trait under applicable law. If you require reasonable accommodation in the application process, contact Human Resources at [HR@federalsignal.com](mailto:HR@federalsignal.com). All other applications must be submitted online.