

Quality Control & Shipping Administrator

POSITION SUMMARY

Pinnacle Custom Signs in Buford is currently looking for a reliable, highly motivated, individual for a Quality Control & Shipping Administrator. This position is responsible for performing Quality Control on completed products, ensuring that they meet customer specifications. The position also will be responsible for shipping & receiving of products once they have passed quality control. This job requires an individual who has an eye for detail, able to work in a fast-paced environment and have a “can do” attitude.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Review completed products to determine if they meet the specifications as reflected on design proofs and returning those that do not pass to responsible party.
- “Staging” of products for installation crews to ensure that all products to be installed are ready and accessible, ensuring that items for install are not left behind.
- Packaging of products to be shipped to customers via UPS and/or Freight. This may include the building & packing of crates for large, fabricated signs. Coordinate shipping with the correct carrier as appropriate.
- Notify customers of order readiness for pickup and/or scheduled installation.
- Receiving & inspecting signs from external sign companies that will be installed by our team for them as well as outsourced product from our suppliers.
- Picking up supplies when a supplier does not provide delivery services, on occasion.
- Other duties required by supervisor.

JOB REQUIREMENTS & QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Quality Management - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness. ***Attention to detail in this skill is critical to the success of this role.***
- Job Knowledge - Exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others.
- Customer Service - Responds promptly to customer needs; responds to requests for service and assistance.

- Reasoning Ability - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; seeks increased responsibilities; looks for and takes advantage of opportunities; asks for and offers help when needed.
- Physical – Able to lift up to 50 pounds.

Education and/or Experience - High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Experience in the sign industry, knowing the different types of substrates and signs is a definite plus.

We offer a competitive hourly rate based on level of experience, paid holidays, and vacation time after a brief probationary period.

To apply, submit your resume with references

Job Type: Full-time

Salary: \$13.00 to \$15.00 /hour