

Distribution Center Worker Level One

Fulfillment Operations

Position Description

Supervised by: Distribution Center Manager

Supervises: No one

Status: Non-Exempt

Location: InterVarsity Press Westmont, IL

To advance the purpose of InterVarsity, this position will provide customer service by providing numerous services relating to and including picking and packing orders in preparation for shipping them to customers.

MAJOR RESPONSIBILITIES

Personal:

- Be a maturing disciple of Jesus Christ: growing in love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world

Prepare books for picking by:

- Shrink-wrapping books as required
- Applying dust jackets to hardback books

Pick books for all types of orders by:

- Picking orders and sending orders to packers in tote pans
- Sorting remaining orders, then picking USPS and back-orders
- Picking portions of truck orders that call for less than full cartons
- Restocking picking area and flow racks with full cases of books
- Picking truck and LTL orders as needed
- Preparing books for picking
- Assisting in filling flow-racks with full cartons from bulk stock
- Shrink-wrapping sets of books and large, hardback books
- Applying dust jackets to hardback books
- Pick books as needed

Packing Orders by:

Pack lighter non-truck orders

- Packing small package orders using "pack it" software
- Packing books from picking pans into cartons and envelopes and applying appropriate labeling

Pack heavier, non-truck and/or truck orders

- Packing Trucks using "pack it" software
- Pulling full cartons from bulk stock
- Packing books from picking pans into cartons and envelopes
- Applying appropriate labeling to mixed and full cartons
- Routing Baker and Taylor on TMS Launcher, creating BOL
- Routing Ingram on R&L, creating BOL
- Creating shipments using Fed Ex ship manager, third party TMS Launcher or Logistyx software
- Printing BOL's using Fed Ex ship manager, third party TMS Launcher or Logistyx software

Pack direct-mail orders

- Packing orders for book club, continuity and staff mailings

Putting away customer returns by:

- Returns inspection verify books, titles and quantities on packing slip
- Sorting books for quality
- Restocking books in appropriate picking area locations
- Conference supplies put away

Contribute to the effectiveness of the Distribution Center team by:

- Receiving A- physical unload, sign BOL, stage for inspection using Toyota Forklift
- Receiving B-packing list verified sku and quantity by shipment, logging into receiving book
- Assisting Inventory Control in performing cycle counts
- Assisting in metering small shipments using computerized shipping system
- Assisting in loading/unloading trucks, and preparing truck shipments
- Assisting others to finish picking and packing small orders
- Assisting others in freight handling and stocking
- Stocking primary locations (lower bulk locations) from reserve areas
- Arrange bulk locations to keep faster-moving titles on lowest level possible
- Putting away new printings and reprints in bulk locations
- Maintaining stock locator and all auxiliary information
- Processing returns and cleaning returned books
- Cutting up empty cartons and baling corrugated
- Completing distribution center maintenance as assigned.
- Maintaining an orderly work area.
- Fulfilling requests as given by the Distribution Center Manager

QUALIFICATIONS

- Affirm InterVarsity's Statement of Faith as a maturing disciple of Jesus Christ
- High school diploma or equivalent
- Ability to frequently lift 40 pound cartons
- Ability to work standing most of the day
- Ability to follow instructions
- Has high attention to detail
- Ability to work independently without close supervision
- Ability to work under the pressure of deadlines
- Ability to adapt to frequent changes in priorities
- Ability to work as a team player in a team-oriented environment
- A "can-do" attitude for all tasks, no matter how complex or trivial
- Forklift skills and certification a plus
- High manual dexterity needed to operate material handling equipment
- Flexibility to attend Urbana Student Missions Conference every three years, Dec. 26-Jan.1, and National Staff Conference every three years (the year after Urbana), approximately Jan. 3-8

External Candidates: Please see instructions at ivpress.com/jobs-and-internships to complete your online application and send your resume and cover letter to ivpcareers@ivpress.com.

For Internal Candidates Only: Please download and complete the Internal Application Form and also send your resume to ivpcareers@ivpress.com

InterVarsity Christian Fellowship/USA

Frame of Reference

All staff members subscribe annually to the Purpose Statement of InterVarsity:

In response to God's love, grace and truth:
The purpose of InterVarsity Christian Fellowship/USA is
to establish and advance at colleges and universities
witnessing communities of students and faculty
who follow Jesus as Savior and Lord:
growing in love for God,
God's Word,
God's people of every ethnicity and culture
and God's purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God's people. Within the context of InterVarsity's purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

Values:

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

Maturing Disciple of Jesus Christ:

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control." In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

Teamwork:

Each individual staff person is a vital member of Christ's body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires

that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. "Whatever your task, work heartily, as serving the Lord." (Colossians 3:23a)