



BEGA North America is a world renowned manufacturer of architectural lighting solutions.

### Illuminating What Matters:

A guiding light for elevating our thinking beyond day-to-day activity in a clear and memorable way, **BEGA** North America's vision intentionally possesses more than one meaning. Naturally, as an architectural lighting company, to illuminate a surface or an object makes perfect sense. There's a deeper meaning, however. To illuminate can also mean to make lucid or clear, or to shed light on an important concept or idea. Whether it's for our industry, our community, or our family, we want to matter to people who want to matter to us. And most importantly, to illuminate can also mean to enlighten, as with knowledge. We invest heavily in our people, and believe this simple idea is why they ultimately choose **BEGA** for a lifetime, because we're focused on illuminating what matters to them.

### Position Description:

The purpose of the Material Handler in shipping is to pick Finished Goods, Pack orders for protection for shipment, process the paperwork accordingly all in a timely and efficient manner ensuring problem-free On-Time delivery to our customers. Follow ALL established guidelines, policies and procedures as set by Bega North America.

### Knowledge & Experience:

- Excellent communication skills
- Excellent interpersonal skills
- Ability to lift-up to 50-70lbs. continuously as needed
- Ability to operate industrial power trucks and equipment as needed
- Read and write English Fluently
- Must be able to obtain a high degree of knowledge of BEGA inventory parts (3-6months learning period)
- Prior shipping experience a plus
- Team Player
- High School diploma/GED preferred
- Ability to work in a fast-paced environment with frequently changing dynamics.



### Principle Accountabilities:

- Follow/Comply with ALL Bega policies, procedures and guidelines
- Packing customer orders for damage-free shipment
- Process Sales orders electronically in MRP system
- Compares Identifying information/Verifies product matches paperwork
- Counts, weighs or measures items, orders, boxes or pallets
- Performs department housekeeping duties.
- Determines shipment class, compares carrier pricing and completes Bill of Landing form.
- Puts away shipping supplies and performs other duties as directed by the supervisor.
- Picks finished goods material for shipment
- Assembles wooden or cardboard containers or selects preassembled containers.
- Maintains inventory of shipping materials and supplies
- Other duties as needed or assigned by Shipping Lead, Supervisor and/or Warehouse Manager

### Performance Measurements:

- Packs orders correctly with zero errors
- On Time Delivery
- Team Player -willingness to help when needed, where needed
- Dependable
- Works well with co-workers.
- Able to work Overtime including Saturdays as needed

### Job Requirements:

- Steel toe boots must be worn to perform these work duties



### Daily Expectations:

- Package for protection and process ALL orders that are ready daily, accurately, and efficiently for shipment, ensuring on-time delivery to our customers.
- Work Overtime as needed or required

### Environment:

#### Scope of Authority: Controlled

This position is subject to instructions and established work routines and/ or close supervision. Incumbent is given some latitude to rearrange the sequence of tasks necessary to complete various duties based on changing work situations, work flow, etc.

Supervisory Role: Not applicable to this position

Please send your portfolio and resume to Jessica Greenberg at [jgreenberg@bega-us.com](mailto:jgreenberg@bega-us.com)