



## Job Description

**Position:** Shipping and Receiving Associate

**Reporting:** Reports Directly to Inventory Manager or Branch Operations Manager

**Purpose:** Shipping and Receiving Associate assists the inventory control team in receiving and storing material, computer data entry and paperwork filing. This position consists of traffic control at exits/entrances, processing various system transactions for sales orders, stock receipts, and emails.

### Duties and Responsibilities:

- Demonstrate excellent customer service
- Team Player attitude
- Verifying incoming/outgoing loads accurately and accordingly
- Label incoming/outgoing goods packed on pallets and/or in boxes
- Report inventory shipment discrepancies
- Relocate material to the designated locations
- Monitor/Respond to incoming email inquiries
- Utilize ASA operating system to ensure all inventory is received and departs in the appropriate manner to maintain an accurate inventory

### Required Education & Experience:

- High school diploma/GED required
- Experience with Microsoft Outlook and Word (Preferred)
- Forklift Experience (Preferred)
- Strong written and oral communication skills are essential
- Must be able to work a flexible schedule that includes occasional evenings, weekends and holidays.
- Regularly stand for extended periods of time
- Frequently be able to lift up to 50 pounds and adjust body position to bend, stoop, stand, walk, turn, pivot, and stand for long periods of time
- Ability to work in varying and harsh temperatures depending upon season
- Exceptional organizational skills with attention to detail and ability to prioritize multiple tasks

### About BarnSCO:

BarnSCO Texas, now part of the QXO family, has proudly served the concrete construction market in Texas since 1984. As a Texas-based company, we provide rebar fabrication, full-service post-tension systems, concrete construction supplies, and engineering services. In addition, we offer equipment sales, rentals, and maintenance support to meet the evolving needs of our customers.

At BarnSCO Texas, our core values are at the center of everything we do. We foster a collaborative environment that encourages individual growth, rewards performance, and recognizes hard work. Our leadership team is highly visible and

accessible, promoting open communication and a strong team culture. If you are looking for meaningful career growth within a stable and growing organization, we invite you to explore opportunities with Barnsco Texas.

**Additional Information**

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Employees may be required to perform other job-related duties as assigned by authorized personnel.

Barnsco Texas is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, disability, marital status, sexual orientation, or any other status protected by applicable law.