



B&K INSTALLATIONS, INC.

246 S.W. 4th Avenue, Homestead, Florida 33030

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Shipping and Receiving Associate

About B&K Installations, Inc.

B&K Installations has more than 35 years of experience in the manufacturing of cultivation and grow facilities for the horticulture, agriculture, and aquaculture industries, as well as metal products that are used in various industries. We pride ourselves on manufacturing reliable commercial structures and machined and fabricated products. All products are constructed to withstand extreme weather conditions and rigorous everyday use. Our state of the art manufacturing facility allows us to specialize in customization of structures and products that are specifically made to meet our customers' needs and budget.

B&K prides itself on the fact that we are a family owned company and we treat our employees as such. Our company would not be what it is today without the total cooperation of all our team members. Our facility is a full fledge manufacturing operation so the dress code is causal and must meet OSHA requirements (close toed shoes, safety glasses, ear plugs). B&K is a great company to work for because of the diversity of jobs that we handle, it is always a learning experience.

Working for B&K is a great way to gain experience in working with multiple different industries and organizations. B&K deals with a multitude of different agencies such as FDOT and the University of Florida, thus we support our team members furthering their education to get the needed certification to work on more intricate jobs with agencies such as these. The size of our facility and the scope of our work allows for speedy career progression.

Role of Shipping and Receiving Associate

- **Purpose of the position:** to help the Shipping and Receiving manager get deliveries out on schedule
- **Position in the Company:** Works directly with Head of Shipping and Receiving who coordinates with the Purchasing department.
- **Principal Responsibilities:**
 - Analyze shipping information to make routing decisions.
 - Calculate shipping costs.
 - Compare shipping routes or methods to determine which have the least environmental impact.
 - Compute amounts, such as space available, shipping, storage, or demurrage charges, using computer or price list.
 - Confer or correspond with establishment representatives to rectify problems, such as damages, shortages, or nonconformance to specifications.
 - Contact carrier representatives to make arrangements or to issue instructions for shipping and delivery of materials.





- Coordinate shipping activities with external parties.
- Deliver items.
- Deliver or route materials to departments using hand truck, conveyor, or sorting bins.
- Determine shipping methods, routes, or rates for materials to be shipped.
- Examine shipment contents and compare with records such as manifests, invoices, or orders to verify accuracy.
- Inspect shipments to ensure correct order fulfillment.
- Pack, seal, label, or affix postage to prepare materials for shipping, using hand tools, power tools, or postage meter.
- Package objects for shipping.
- Prepare documentation for contracts, transactions, or regulatory compliance.
- Prepare documents, such as work orders, bills of lading, or shipping orders, to route materials.
- Record shipment data, such as weight, charges, space availability, damages, or discrepancies for reporting, accounting, or recordkeeping purposes.
- Record shipping information.
- Requisition and store shipping materials and supplies to maintain inventory of stock.
- Respond to customer problems or complaints.
- **Work location and Travel**
 - Our office is located at **246 SW 4th Ave Homestead, FL, 33030.**
 - Homestead is about 30 minutes north of the Florida Keys.
 - The ability to travel will be necessary. Most of the travel will be to attend and work a booth at industry expo's that B&K exhibits in. Travel may also be necessary to oversee the installation of product at the job site, this will not always be necessary but it is a possibility.
- **Prerequisite Knowledge:**
 - Experience/ Qualifications
 - At least 2 years of hands-on work experience in a manufacturing facility.
 - Preferred experience with large shipment items, shipping overseas and high priority shipments for facilities like Nuclear Power Plants.
 - Skills/Personal Traits
 - **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
 - **Clerical** — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
 - **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.



- **Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Information Ordering** — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Near Vision** — The ability to see details at close range (within a few feet of the observer).
- **Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.
- **Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Production and Processing** — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.
- **Speaking** — Talking to others to convey information effectively.
- Salary and Benefits
 - Salary is dependent on experience.
 - Depending on advancement, receiving commission on sales is possible.
 - B&K offers quality health insurance for employees.
 - Paid vacation time is possible.

How to Apply

For more information and job application visit our company site at www.bkinstall.com. Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to info@bkinstall.com.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Please note the selected candidate will be required to submit to a background check and a drug and alcohol test.