



BEGA North America is a world-renowned manufacturer of architectural lighting, control and furniture solutions

### Who we want to be

Companies create a vision statement to answer a very important question, where are we going? A vision statement says what the organization wishes to be like in some years' time. It's usually drawn up by senior leadership to take thinking beyond day-to-day activity in both a clear and memorable way. Here at BEGA, **our vision is to be the industry's premier provider of architectural outdoor lighting, control, and furniture solutions.**

### Why we exist

Companies create a mission statement to answer the most important question, why do we exist? Its aim is to provide focus for management and staff. Mission is synonymous with shared purpose and emphasizes how the organization should view and conduct itself. Our mission should find a way to express the organization's impact on the lives of whomever we are trying to serve, and more importantly make them feel it! Here at BEGA, we have an unwavering commitment to quality above all, in our people, products, partners, and processes. Therefore, **our mission is to build quality into everything we do.**

### Who we are

Why does a company take time to define its core values? Because values govern behavior and describe our organization's desired culture.

- **Fostering Trust** – Everyone at BEGA is responsible for creating an environment of trust. To do this, each of us must have the freedom to communicate with anyone, and it must be safe for everyone to offer ideas.
- **Building Community** – We are a diverse community of passionate and self-driven individuals who act with integrity, treat people with kindness and respect, hold one another accountable to the highest standards, and collectively promote work-life balance.
- **Embracing Growth** – We embrace perpetual growth and development, continuous learning, and constant improvement, enabling the brand, the organization, and the individual to realize their full potential.
- **Living Responsibly** – We are committed to social responsibility and minimizing our impact on the environment over time. To deliver on this mission critical promise we take a balanced approach to people and the planet.

### What we believe in

- **Respect** – we treat everyone with respect by being polite and kind.
- **Integrity** – we act with integrity by being honest and following our moral and ethical convictions.
- **Ownership** – we possess an orientation of ownership and a mentality that desires us all to thrive.
- **Accountability** – we lead by example, always accountable for doing what we agreed we would do.



### Position Profile

The Material Handler – Shipping and Receiving Lead is responsible for supporting and ensuring all Shipping and Receiving functions by which include timely receiving of incoming shipments, unloading, breaking down, validating counts, stocking items, picking finished goods, packing, and processing of sales orders are completed and carried out effectively and in a timely manner. Other responsibilities may apply as outline in the principal accountabilities section of this job description. This position will work closely under the direct supervision of the Shipping and Receiving Supervisor. The ideal candidate is an exceptional communicator who is able to give and take constructive feedback, effectively collaborate with coworkers, and prioritize workflow in a fast-paced environment while demonstrating a positive attitude and excellent interpersonal skills.

### Knowledge & Experience

- Excellent communication skills.
- Excellent interpersonal skills.
- Ability to operate industrial power trucks and equipment as needed.
- Prior shipping and receiving experience are a plus.
- Team-player.
- High school diploma/GED preferred.
- Ability to work in a fast-paced environment with frequently changing dynamics, while leading a team of 5+ employees.
- Able to perform basic Microsoft excel functions (read and create KPI tables)
- Excellent organization skills (i.e. documenting and record keeping in physical and digital form).

### What you'll do

- Trains personnel in all aspects of their job.
- Assist in all Shipping and Receiving daily functions as needed.
- Collects, prepares, and presents all department KPI (key performance indicator) data.
- Assist in the development and implementation of new processes and procedures.
- Assist in communication with carriers to make arrangements for outgoing shipments.
- Assist with the RMA process.
- Assist with all email inquiries such as acquiring proof of deliveries, tracking numbers, and re-consignments.
- Navigate carrier portals to research and track shipments.
- Operate all power tool equipment (Miter Saw, Nail Gun, Sawzall, Power drill).
- Fully operate Packsize machine including creating articles, loading cardboard, fixing jams.
- Request international quotes using carrier portals and contact info.
- Organize and perform A3, 5Y and PDCA problem solving sessions and implementations.
- Operate all power truck equipment (Forklift, Joey, Reach and Order Picker).
- Reports discrepancies to Shipping and Receiving Supervisor and Purchasing.
- Performs other duties as directed by the Shipping and Receiving Supervisor or Manager.



### Performance Measurements

- Team Player - willingness to help when needed, where needed.
- Punctual.
- Dependable.
- Works well with co-workers.
- Delegates work accordingly and motivates co-workers while ensuring productivity.
- Communicates to peers and Supervisor effectively and professionally.
- Accomplishes assigned projects effectively and in a timely manner.
- Able to work overtime including Saturdays as needed.

### Principles

And finally, BEGA has put forth a set of governing principles. If values govern behavior, principles govern consequences, and further describe our organization's desired culture. Principles strengthen BEGA's set of hierarchical direction for decision making and establish guidelines for providing world class service – internally and externally – the BEGA way.

- **Brand** – Any behavior that hurts the BEGA brand is considered off limits. You are the brand, be proud of it and protect it.
- **People** – Any decision that does not prioritize our people should be heavily scrutinized. People are BEGA's most valuable asset.
- **Safety** – Any action that places a person in danger is forbidden. Safety is not a goal, it is an expectation, and we must get our people home safely every single day.
- **Excellence** – Any mindset that does not strive for excellence should be challenged. We strive for excellence in everything we do.

### Position Dimensions

- Train new employees within approximately 1-2 months from start date.
- Implement improvements that reduce time, cost, steps or waste in processes or procedures.
- Daily Cycle Count: 2-5 items (Shipping and Receiving bin locations).
- Inventory level of approx. 15 Million +/- 6 Inv turns per year
- Able to work overtime as required, including Saturdays.
- Non-Exempt

### Salary Range

\$22.31 - \$27.36 Hourly depending on experience/qualifications reflects the negotiable range for hire. The top of the range, \$32.36, is reserved for salary advancement and growth for this position.

**BEGA North America** is located in the heart of the picturesque "American Riviera" just south of Santa Barbara. This setting offers endless access to outdoor activities such as hiking, sailing, surfing, mountain biking, and the likes. We offer an attractive compensation package, including health care, 401(k), vacation and personal pay, educational reimbursement program, on-site gym, jogging path, wellness programs and a remarkable work environment.