



MCPC, LOGISTICS TECHNICIAN

Company Description

MCPC is a global endpoint management company focused on improving performance, security, and sustainability for our clients.

MCPC has a purpose, a strategy, and a set of values that animate everything we do. We provide a wide range of services to our clients including Managed Security, Technology Logistics, IT Talent Solutions, and IT Asset Management and Disposition.

MCPC has consistently been recognized as one of the top companies in the area to work for and we are proud to have employee retention rates that far exceed the national average. MCPC has a strong commitment to Diversity and Inclusion as well as our Early Talent Program that offers opportunities for people of every education level.

MCPC also has a strong commitment to giving back to the community through a variety of means including The Foundry (www.clevelandfoundry.org) which was created by our Founder/Chairman Michael Trebilcock.

Core Values

Principle

Understanding our clients' needs by applying the appropriate people, process, and technology to achieve the desired outcomes.

Quality

Tailoring our services to each client's individual circumstances by maintaining rigorous quality control that is accountable and predictable.

Respect

We welcome the unique contributions of each member of the team by striving to communicate, listen and collaborate in everything we do.

Advancement

MCPC offers employees ample opportunities to enhance their skills and grow as people. In 2021, 64 Associates received promotions which 20% of our workforce!

Innovation

MCPC pioneers new approaches to technology management by measuring and quantifying the value of our services.

Community Commitment

We engage with organizations that address educational, cultural, and social needs. We achieve this by enhancing career development, recreational and educational opportunities for the communities we serve.

Benefits & Appreciation

- 401k with Roth option and company matching based on employee participation percentage (eligible three months of employment, beginning the 1st of the month)

- Benefit eligible (medical, vision, dental, and other) the first of the month after 25 days of service.
Competitive medical, dental and vision packages
- Company paid holidays and paid time off
- Career pathing
- Company sponsored events (picnics, cookouts, and volunteering opportunities)

Job Description

The Logistics Technician is responsible for performing a variety of shipping, receiving, inventory, logistics and general warehouse tasks; while providing customer service to internal and external customers, two to three times per week. Two to three times per week the Logistics Technician will also drive a 26' box truck from Grand Rapids, MI to Southfield, MI.

Regarding the driving, transport responsibility of this position, the pick up and drop off of equipment to Corewell East, Southfield, MI, in a 26 ft box truck.

Other requirements:

- DOT physical (paid for by MCPC)
- Chauffer's License (paid for by MCPC if not already obtained)
- TB test since working on-site at hospitals

Key Tasks and Responsibilities:

- Prepares shipments for postal or commercial conveyance; determines most economical and efficient shipping method based on customer requirements.
- Responsible for selecting appropriate shipping container; packs items to ensure safe delivery.
- Prepares bills of lading; check items to be shipped/received against work orders to ensure correct quantities, destinations, and shipping locations are correct.
- Use scan gun to receive and pick items in the shipping process.
- Basic kitting of equipment based on customer requirements.
- Complete cycle counts within defined inventory processes and control.
- Receives and unloads incoming materials and compares information on packing slip with purchase orders, appropriately resolves any discrepancies utilizing available tools and process.
- Inspect shipments for damages or defects, records discrepancies or damages and notifies leadership or appropriate internal team of issues for resolution.
- Delivers items to requisitioning departments and obtains authorized signatures for accepted items.
- Operates dolly, pallet jack, cardboard crusher, shrink wrap machine and/or forklift in loading and unloading supplies and equipment and preparing shipment or inbound inventory.
- Operate company vehicle to deliver shipments as requested (box truck and/or van).
- May assist in routine maintenance of equipment and shipping area and general facility.
- Locking of warehouse and setting facility alarm.
- Maintain a secure facility at all times including monitoring inbound/outbound materials and personnel.
- The ability to identify and develop a solution for process improvement initiatives.
- Creation of service documents, work instructions, and quality documents as required.
- Follows established departmental policies, procedures, and objectives.
- May provide training and support for technicians considered 'learners.'

Key Outcomes of the Position:

The Logistics Technician will consistently follow documented processes to maintain a high degree of quality in work product and customer satisfaction. All assigned work must be completed in a timely and cost-efficient manner.

Safe transport to and from locations.

Location/Community

MCPC is a global organization with headquarters in Cleveland, OH, and main branches in Grand Rapids, MI and Erie, PA.

MCPC has an unwavering commitment to the communities we serve. We show our commitment through a culture of giving back to the community and offering employment opportunities.

Our office in Grand Rapids has moved to a new building and location at 1601 Madison, Grand Rapids, MI 49507 in October of 2022.

Requirements

- High School diploma or general education degree (GED).
- Two years of logistics experience.
- Experience driving box trucks a plus.
- Valid Driver's License (less than 6 points on license to adhere to insurance requirements).
- Related experience or interest in technology a plus.
- High attention to detail and ability to follow directions.
- Strong work ethic.
- Ability to work well with a team.

Physical Requirements:

The physical requirements of this job include occasional sitting, stooping/crouching, regular walking, standing, pulling/pushing, carrying, lifting up to 40lbs., grasping, reaching, clarity of vision, and rare climbing & crawling.

Warehouse environment, some exposure to heat and cold (but not equivalent to outside temperatures); dust, pollen, fumes (as in normal outside environment); noise.

Occasional sitting, focusing on and operating a computer several times a day. Sitting for hours transporting equipment to/from Grand Rapids to Southfield, Michigan (or potentially other locations).

The mental requirements of this job include general intelligence; motor coordination skills; coordination of the eyes, hands and feet; verbal intelligence and number intelligence. The workplace environmental conditions include heat in the summer and dust.

Regular attendance, punctuality and teamwork are essential job functions of this position. In addition, the duties of this job need to be performed inside of our offices (unless authorized due to extraordinary circumstances by your manager and Human Resources) for the purpose of interaction and collaboration with colleagues and/or clients as necessary, the ability to adequately supervise the associate, and/or the availability of necessary equipment utilized for regular job functions.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform other job related duties as request by their Supervisor.