

# Shipping/Facilities Associate

## Your tasks

### THE POSITION

As a Shipping/Facilities Associate, you will primarily work in the Shipping department but also support the ESH/Facilities Specialist in assisting with duties for the Snowdrift Road building internally and externally.

#### Shipping Associate

- Primary duty is to utilize SAP to process data uploaded to the computer for product that needs to be packed.
- Pack individual or master cartons per customer/warehouse requirements while maintaining accurate counts.
- Operate packaging equipment used to support packaging process.
- Palletize, label, weigh and wrap outbound shipments.
- Accurately pick and count product from storage locations for production and/or shipping.
- Maintain a clean working environment utilizing the 5S program.
- Use a handheld RF device as needed.
- Operate pallet jack for shipment fulfillment.
- Follow all safety and OSHA guidelines to ensure all safety requirements are met.
- Perform all other activities as directed by your supervisor.

#### Facilities Associate

- Assist with minor repairs, installations, or removal of equipment or furniture.
- Update/maintain work orders.
- Assist with minor facility cosmetic installations, repairs, or upgrades.
- Assist in maintaining facility operations and security.
- Assist with building systems management (i.e., sprinkler system)..
- Assist with internal audit checklist for maintenance of housekeeping, landscaping, and needed repair services.
- Ensure all work and maintenance is completed to meet the standards of the company, local, state, and federal requirements.

## Your profile

### WHAT YOU BRING TO THE ROLE

- High School Diploma or GED.
- Ability to work overtime as needed.
- Must be able to lift up to 50 lbs.
- Must be able to read, write, and speak English.
- Must be comfortable working on levels 12-35ft. in the air.

**Legal authorization to work in the U.S. is required. We will not sponsor**



Job ID  
**REF77541J**

Field of work  
**Manufacturing Operations and Production**

Location  
**Allentown**

Leadership level  
**Leading Self**

Job flexibility  
**Onsite Job**

Legal Entity  
**Continental Automotive Systems, Inc.**

**individuals for employment visas, now or in the future, for this job opening.**

**Continental is not able to pay relocation expenses for this opportunity.**

Physical Requirement:

- Must be able to Push, Pull, Reach, Twist, Turn, Stoop, Walk, and Stand

#### **ADDITIONAL WAYS TO STAND OUT**

- Forklift/Scissor lift/boom truck experience a plus
- SAP experience a plus
- MS Office experience a plus

#### **THE**

#### **THE PERKS**

- Immediate Benefits
- Robust Total Rewards Package
- Paid Time Off
- Volunteer Time Off (if applicable)
- Tuition Assistance
- Employee Discounts, including tire discounts
- Competitive Bonus Programs
- Employees 401k Match
- Diverse & Inclusive Work Environment with 20+ Employee Resource groups.
- Hybrid Work (if applicable)
- Employee Assistance Program
- Future Growth Opportunities, including personal and professional
- And many more benefits that come with working for a global industry leader!

#### **Our offer**

All your information will be kept confidential according to EEO guidelines.

#### **EEO-Statement:**

EEO / Disabled / Protected Veteran Employer. Continental offers equal employment opportunities to all qualified individuals, without regard to unlawful consideration to race, color, sex, sexual orientation, gender identity, age, religion, national origin, disability, veteran status, or any other status protected by applicable law. In addition, as a federal contractor, Continental complies with government regulations, including affirmative action responsibilities for qualified individuals with a disability and protected veterans, where they apply. To be considered, you must apply for a specific position for which Continental has a current posted job opening. Qualifying applications will be considered only for the specific opening(s) to which you apply. If you would like to be considered for additional or future job openings, we encourage you to reapply for other opportunities as they become available. Further, Continental provides reasonable accommodations to qualified individuals with a disability. If you need assistance in the application

process, please reply to [Careers@conti-na.com](mailto:Careers@conti-na.com) or contact US Recruiting at 248.393.5566. This telephone line and email address are reserved solely for job seekers with disabilities requesting accessibility assistance or an accommodation in the job application process. Please do not call about the status of your job application, if you do not require accessibility assistance or an accommodation. Messages left for other purposes, such as following up on an application or non-disability related technical issues, will not receive a call back.

Ready to drive with Continental? Take the first step and fill in the online application.

## About us

### THE COMPANY

Continental develops pioneering technologies and services for sustainable and connected mobility of people and their goods. Founded in 1871, the technology company offers safe, efficient, intelligent and affordable solutions for vehicles, machines, traffic and transportation. In 2023, Continental generated preliminary sales of €41.4 billion and currently employs around 200,000 people in 56 countries and markets.

The Automotive group sector comprises technologies for passive safety, brake, chassis, motion and motion control systems. Innovative solutions for assisted and automated driving, display and operating technologies, as well as audio and camera solutions for the vehicle interior, are also part of the portfolio, as is intelligent information and communication technology for the mobility services of fleet operators and commercial vehicle manufacturers. Comprehensive activities relating to connectivity technologies, vehicle electronics and high-performance computers round off the range of products and services.

Are you ready to shape the future with us?