



Shipping/Receiving Associate – East Facility

Summary:

Under the direction of the Assistant Manager-East, the Shipping and Receiving Associate is responsible for picking, labeling, and loading all products leaving the facility. Individual must be comfortable working most of their time on their own without other team members. When needed, willing to help other departments within building.

Essential Duties and Responsibilities:

This list of duties and responsibilities is not inclusive and may be expanded to include other duties and responsibilities as management may deem necessary from time to time.

1. Will be responsible for overseeing incoming materials, staging outgoing materials, and loading trucks (hand loading will be required)
2. Responsible for coordinating all associated paperwork with the main Shipping/Receiving office
3. Responsible for maintaining forklift fleet, ensure loading docks organized and cleaned up every day along with Shipping/Receiving office area
4. Capable of self-managing workload and willing to help other departments within building when needed
5. Complete LTL & company truck shipments follow shipping schedule and instructions from Assistant Manager-East
6. Participate in helping the Assistant Manager-East resolve issues
7. Comply with all quality, safety and sanitation regulations
8. Perform other duties as assigned

Education and/or Experience

A high school diploma or GED is required. Work well in a team environment and be willing to assist peers whenever necessary. Previous shipping and receiving experience desired. Must be able to obtain OSHA required Forklift Certification within 1 week of hire.

Interested Parties:

Interested parties should apply via our website: mwicomponents.com/apply

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