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Job Title:	Shipping and Receiving Specialist
Area:	Production
Department:	Shipping and Receiving
Reports To:	Shipping and Receiving Department Lead
FLSA Status:	Nonexempt, Full-time
Schedule:	Monday through Friday, 7:00am to 3:30pm
Pay Rate:	\$16.00-\$18.00 per hour

Position Overview:

The Shipping and Receiving Specialist plays a pivotal role in facilitating the smooth operation of shipping and receiving processes within the organization. This position entails verifying and processing both incoming and outgoing shipments while ensuring items are prepared for fulfillment in an efficient manner. The ideal candidate thrives in a fast-paced environment, possesses exceptional attention to detail, and has a proven track record of success in a similar role.

Essential Duties and Qualifications:

- Receive and inspect inbound shipments for accuracy and quality.
- Assist in processing inbound shipments by organizing and distributing goods to their respective departments.
- Prepare outbound shipments by accurately labeling and packaging products.
- Assist with processing item fulfillments in NetSuite, UPS WorldShip, and FedEx Ship Manager software.
- Maintain accurate inventory records, assist in monitoring stock levels, and participate in cycle counts and reporting.
- Collaborate with internal departments and third-party shipping carriers to support timely and accurate order fulfillment.
- Ensure compliance with all relevant regulations and company policies, including safety protocols, import/export regulations, and other shipping requirements.
- Report any shipping-related issues promptly to minimize disruptions.
- Support the department lead in maintaining clean and organized workspaces.
- Respond to daily needs of various departments and other project-based requests as assigned.

Education & Relevant Experience:

- High school diploma or equivalent required.
- 1+ years of experience as a shipping & receiving specialist, or similar role, in a manufacturing environment required.
- Experience with UPS WorldShip and FedEx Ship Manager software required.
- Experience with NetSuite or a similar software, and/or Amazon Vendor Central preferred.
- Strong attention to detail and accuracy.
- Ability to communicate updates to team members effectively.
- Capacity to work independently and alongside a team.

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Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is an indoor manufacturing facility and climate controlled.

While performing the duties of this Job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, or crouch; use hands/feet to depress power platform to activate certain machinery. The employee is occasionally required to walk; sit and talk or hear. The employee must frequently lift and/or move 50 pounds or more by using carts or electric pallet jack. Specific vision abilities required by this job include close vision and ability to adjust focus.

We are an equal opportunity employer and value diversity at our company. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.