



## **Shipping Associate**

We are looking for an experienced and responsible Shipping Associate used to working in a manufacturing environment.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Receiving and storing raw material and products back from outside processes
- Packing and expediting
- Manage UPS, Fedex and other third-party shippers
- Prepare and check documentation in accordance with AS9100 and customer requirements
- Purchasing miscellaneous consumables
- Inventory monitoring
- Little assembly work
- Other duties as needed and assigned by the supervisor

### **SKILLS & QUALIFICATIONS:**

- Driver's license
- Ability to drive a forklift
- Good communication skills
- Computer skills
- Ability to work standing all day
- Ability to lift 70 pounds