

JOB DESCRIPTION

Job Title: Shipping/Receiving
Department: Production
Reports To: Supply Chain & Logistics Team Lead
FLSA Class: Non-Exempt **Pay Type:** Hourly

Pay: \$17 - \$20 per hour

Position Summary:

This job posting is for the full-time position of Shipping/Receiving Production Worker with ASAP Metal Fabricators, a sheet-metal manufacturing job shop in Yakima, WA.

We are a small business with local owners, you won't be treated like a number here. We believe that **our people are our greatest assets**, and we are always looking for **great talent and great attitude** to add to our team. We plan to grow, and we're looking for long-term people to grow with us!

We need someone who can drive a forklift in a manufacturing environment, to help us get products out the door and on the trucks for day-to-day job-shop production. The Shipping Clerk verifies and keeps records on incoming and outgoing shipments. They must prepare items for shipment as part of their job function.

ESSENTIAL DUTIES AND RESPONSIBILITIES (include the following, however, other duties may apply.)

- Keep and verify records on outgoing shipments
- Prepare items for shipment
- Determine method of shipment by utilizing knowledge of shipping procedures, rates and routes
- Attach shipping labels on packed stencils or cartons; identify shipping information on goods
- Gather preassembled containers, wooden containers, or cardboard together
- Place items into containers using fillers, spacers and protective padding
- Stencil, stamp or glue shipping instructions and identifying information onto containers or crates
- Post shipping charges and weights, and submit to office for shipping labels
- Inspect and unload incoming shipments, observe and document shortages, refuse bad items, and inform the shipper to replace damaged items and correct shortages
- Forward items to different departments
- Examine outgoing shipments and make sure they conform with specifications
- Maintain inventory of shipping materials as well as supplies

- May receive defective or damaged goods returned to establishment and be addressed Returned-Goods Receiving Clerk
- May be required to make deliveries to customers or vendors
- Keep work areas clean and organized and take proper care of all equipment and facilities.
- Follow all company rules and policies
- Provide a great level of attention to detail and focus on the given task
- Follow all safety rules and quality standards
- Work with team members to maximize productivity and efficiency.

Preferred Qualifications / Skills:

- Teamwork
- Coordination
- Organization
- Planning
- Time management
- Reporting skills
- Inventory control
- Documentation skills
- Equipment maintenance
- Data entry skills
- Dependability
- Great attitude
- Growth-minded

There will be opportunities to cross-train, gain new skills and support other areas of the business. **Come and grow with us!**

Preferred Experience

- High school diploma, GED, or equivalent
- Forklift Certification within 90 days of job entry date

The business operates on a 40-hour workweek. Overtime is discouraged but may occasionally be required. Standard hours of operation are:

- Monday-Friday, 7:00 am - 3:30 pm

All employees are eligible for medical benefits and receive Paid-Time-Off.

If you have a **great attitude** and are looking for an **opportunity to grow** in an environment where **you will be treated like a person**, then **APPLY NOW**, and let's have a conversation!