

Oakdale Precision, Inc.

<https://oakdaleprecision.com/career/shipping-and-receiving-clerk/>

Shipping and Receiving Clerk

Description

The Shipping and Receiving Clerk is responsible for sorting, organizing, and moving goods both into and out of the company; ensuring that incoming items get to their correct locations; and that Oakdale Precision's products look their best and reach the customer on a timely basis.

Responsibilities

- – Select appropriate packaging materials and containers per customer requirements, determination of next destination (inventory, customer, outsource), and shipping/transportation method; and prepare parts for shipping.
- – Route outgoing shipments through various means of transportation (customer pick-up, courier, UPS, palletized with truck, delivery, etc.).
- – Prepare/complete applicable paperwork such as router sign-off, packing list, bill of lading, and labels.
- – Receive shipments of incoming materials; including return of outsourced parts, materials, and/or commercials, label as appropriate, and deliver to appropriate work area or inventory space, or ship out.
- – Scan paperwork to appropriate location within ERP system.
- – Label, log and store parts in production and prototype inventory systems.
- – Lift up to 70 pounds using safe lifting techniques.
- – Highly organized.
- – Able to keep up with a fast paced environment.

Qualifications

Requires a high school diploma and experience working in a warehouse/shipping setting. Approved training in forklift operation and shipping experience a plus.

Job Benefits

We offer a very competitive benefits package: Medical , Dental, Vision, 401K, PTO

Contacts

Please send resume to rae@oakdaleprecision.com and j.ward@oakdaleprecision.com

Hiring organization

Oakdale Precision, Inc.

Employment Type

Full-time

Job Location

7022 6th St North, 55128, Oakdale, MN

Working Hours

M-F, 1st shift

Date posted

August 2, 2024