

## Shipping and Receiving Clerk/Material Handler

### Job Brief

Responsible to ship parts, receive, stock, and order supplies through Kan Ban system that is already in place. Receive parts in and stock bins with supplies that are used in our manufacturing process. The position is responsible for maintaining inventories and supplies. Shipping of products and entering product information in the computer system. Working with computer, scheduling order pick up.

Responsibilities include, but not limited to:

- \* Handling products coming in.
- \* Managing inventories and Supplies
- \* Ordering products
- \* Shipment processing of specific orders
- \* Improving supply chain process to support organizational goals
- \* Creating and reporting metrics to executives
- \* Using Lean techniques to promote company growth
- \* Scheduling trucks for order pick up.

Full time 36 to 45 hours per week

Starting wage \$18.00 per hour

### Benefits:

Paid time off, Paid Holidays , 401 K , Health Insurance, Life Insurance, Dental Insurance, Vision Insurance, Health Savings Account, Product discount.