



Shipping and Receiving Coordinator

Location:

3261 Spirit Way Green Bay, WI 54304

Position Summary:

Coordinate all of the Shipping, Receiving and Material Handling activity at Metal Fab Solutions

Responsibilities:

Shipping

- Wrap Skids
- Label Skids with proper documentation, tags and address labels
- Schedule Shipments with trucking company
- Make Paperwork in QuickBooks
- Load Trucks
- Scan all shipping documentation daily
- Schedule the MFS Truck Driver for Pick Ups and Deliveries
- Schedule MFS truck and Van for maintenance

Receiving

- Unload parts off trucks
- Receive packing slips, label parts and put away
- Receive parts in QuickBooks
- Scan all paperwork
- Scan Receiving Documentation Daily
- Receiving inspection of all materials coming in

Material Handling

- Move Material around shop for welders
- Label and set up stock locations
- Store material on pallet racking
- Other Inventory Projects as assigned (Cycle Count, Returns)

Education/Training:

- High School diploma or equivalent required

Knowledge/Skills/Abilities:

- Ability to lift 50lbs on a regular basis
- Prior experience in a shipping/receiving capacity preferred
- Driver's license with clean driving record
- Cargo Truck driving experience (CDL preferred)
- Prior forklift experience required, certification preferred
- Accuracy and adherence to high standards
- Ability to concentrate on details
- MS Office products

Travel Requirements:

- All Travel will be local during work hours in an MFS vehicle

Physical Requirements:

- This position is a physically demanding role; may be required to lift 100lbs and occasionally up to 150 lbs. may be required. Physical requirements include but not limited to standing, twisting, bending and lifting multiple times daily

Materials and Equipment Utilized:

- G16428-02-80 Cargo Truck (CDL preferred)
- Forklift, pallet jack
- Computer, printers, labelers
- Safety glasses and other PPE as required

Working Environment:

- 95% Manufacturing
- 5% Local Travel