



## **Job Opening: Shipping & Receiving**

### **Responsibilities:**

- Ensure gates and doors are open and ready for daily operations.
- Manage the shipment and receipt of products, materials, equipment, and supplies.
- Inspect each shipment received, marking paperwork for confirmation, and submit documentation to the purchasing department for inventory tracking.
- Communicate effectively with sales, fabrication, and other departments involved in the shipment and receipt processes.
- Track, trace, and update the status of incoming and outgoing shipments.
- Maintain a clean and organized work area.
- Promptly unload trucks, sort, and stock receivables efficiently.
- Keep an accurate log sheet of daily moves, scan inventory, and conduct precise counts.
- Interact positively with vendors and drivers, representing the company in a professional manner.
- Inform the truck shop attendant in a timely manner about scheduled deliveries for proper truck scheduling.

### **Working Hours:**

Monday through Friday, 7:00 am - 5:00 pm

### **Qualifications/Skills:**

- Proficient in scanning and sorting incoming and outgoing stock.
- Experience in receiving, stocking, and stacking materials.
- Ability to efficiently pull, pack, and load items for shipment.
- Strong written and verbal communication skills.
- Exceptional organizational skills with a keen sense of time management and urgency.
- Capable of working independently as well as collaboratively within a team.
- Proficient computer skills.

Education, Experience, and Licensing Requirements:

- High school diploma or equivalent.
- Forklift Certification.

### **How to Apply:**

**Interested candidates are invited to submit their resumes to Pamela Frazier at [pamela.frazier@fsginc.net](mailto:pamela.frazier@fsginc.net). INCLUDE "Shipping & Receiving Application" in the email subject line.**