

NOW HIRING

WAREHOUSE SHIPPING COORDINATOR

HOURS: 11 A.M. - 5 P.M. M - F

NOTE: THIS IS 30 HOURS PER WEEK

Interested candidates must possess the necessary knowledge and skills in order to complete all assigned duties. Management reserves the right to accept or reject any applicant.

GENERAL:

Organize and perform duties related to shipping, receiving, and warehousing of company products & materials.

QUALIFICATION/TRAINING REQUIREMENTS:

- Advanced computer skills: proficiency w/ Microsoft, IQMS Programs, Internet skills, etc.
- Advanced math skills
- Detail oriented
- Excellent written/verbal communication skills
- Excellent retention
- General office skills
- Ability to count and write neatly & accurately
- Successful completion of Company Safety Rules
- Ability to troubleshoot potential problems as they arise

SPECIFIC DUTIES:

- Interact w/ customers on a daily basis
- Prepare shipping documents (Domestic & International)
- Process completed documents
- Set up shipping appointments
- Assist drivers w/ paperwork & directions
- Assist w/ order assembly & loading of trucks
- Identify & consolidate shipments
- Order necessary supplies
- Other duties as assigned

Apply In Person or Email Resume to
abudolfson@northstatesind.com

northstatesTM

INDUSTRIES, INC. 24138 Ellis Avenue, Siren, WI 54872

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