

## Shipping & Receiving Associate

Compensation: **starting at \$15/hr., with an increase after 45 days**

The Closet Works, Inc., a leading custom closet company for over 30 years, based in Montgomeryville, PA is seeking a talented individual for our Shipping and Receiving department. This position is for a full-time employee who wants more than a job, but rather a career with a proven company.

### We Offer:

- A solid training program
- A professional and pleasant work environment
- A benefits package including paid vacation, sick and personal days plus a 401k plan
- A wage increase after 45 days of employment

### This job requires:

- Strong communication and listening skills
- Meticulous attention to detail
- A pleasant and respectful personality
- Ability to work independently and as part of a team

### Typical Tasks:

- Weigh, package, label, and prepare standard and custom packages for shipment by UPS, FedEx, LTL, carrier, and customer pickup.
- Follow packing instructions, complete bill of lading for freight carriers, and verify work orders for making accurate shipments in conformance with policies, procedures, and customer work orders.
- Oversee incoming and outgoing shipping/receiving activity to ensure accuracy against packing lists and bills of lading as well as condition of material.
- Maintain all applicable records and documentation.
- Unload material from incoming trucks as needed.
- Maintain cleanliness and orderly shipping/receiving area.
- Lifting of heavy objects up to 50 pounds.
- Construct custom crates from raw material.
- Safely and efficiently drives or uses material handling equipment (e.g. forklift, pickers and pallet jack trucks) for the purpose of transporting materials and orders. Forklift certification required.
- Performs other work-related duties as needed and assigned.

### Personal Characteristics:

The successful candidate will be intelligent, hardworking, willing to learn, possess a positive and upbeat attitude, and be a team player who is comfortable with and capable of following instructions. We are seeking a professional, mature, experienced adult who can perform at a consistently high level with a minimum of supervision after training has been completed. We are an equal opportunity employer.

If you have any questions or would like to arrange an interview, please email Morgan Holohan at [mholohan@closetworksinc.com](mailto:mholohan@closetworksinc.com).