



We are currently recruiting for the following opening:

Shipping/Receiving Clerk

Duties of the role will include but not be limited to:

- Off- load shipments of raw materials into designated storage areas
- Create palletized loads of finished goods for shipments to company customer base.
- Prepare, pack and ship U.S. Government, UPS and Fed Ex shipments
- Reconcile freight bills against freight invoices
- Prepare Bills of Lading
- Create and print shipping labels as necessary
- Prepare and transmit Shipping Reports
- Distribute, file and maintain shipping documents
- Operate industrial (forklift) and company truck
- Ability to lift up to 35 pounds without assistance
- Working knowledge of Microsoft Excel and Word

This position will require that the incumbent possess the ability to perform the above. An Associates degree in a related discipline is preferred.

If you feel you meet the qualifications and wish to be considered for the position, submit your resume to fwheeler@millsmanufacturing.com