

Position Open

Shipping/Receiving Assistant

This position requires assisting in the daily operations of the Shipping Receiving Department.

This job's will required employee to work closely with the Sales Department to ensure timely delivery. Employee will be responsible for creating and maintaining a shipping schedule, request required date maintenance for customer orders, determine truckloads to be loaded each day, prepare paperwork, process customer shipments, inventory duties, assist in disposition of RMA's.

Applicant must have a minimum of 2 years' experience in shipping/receiving office or equivalent

Possess excellent computer skills to include, Microsoft office, AS400 or similar mainframe computer system, and have experience with inventory processing and network software in an industrial environment.

Applicant must also have a high school diploma or GED, have excellent communication skills and problem solving and decision making skills.

Anyone interested in position, submit application with resume to:

bsimpson@felkerbrothers.com

Equal Opportunity Employer / Drug Test Required