

Shipper/ Receiver

The Company:

Mearthane Products Corporation (MPC) is a privately-owned global technology leader in the development and manufacture of advanced polyurethane and precision metal components, headquartered in Cranston, RI, with additional facilities in Woonsocket, RI, and Winchester, VA. MPC was founded in 1965 in Rhode Island, and has continuously operated since that time. Building on over 50 years of experience, MPC partners with customers to develop innovative solutions to the toughest manufacturing challenges.

The Opportunity:

MPC is seeking an enthusiastic and self-motivated Shipper/Receiver to join our Woonsocket team. The Shipper/Receiver is responsible for the shipping, receiving and recording the movement of parts, supplies, materials, equipment and stock to and from MPC.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform general physical activities in order to load, unload, sort and move shipments by hand or using material handling equipment.
- Examine shipment contents and compare with records, such as manifests, invoices, packing slips, orders, to verify accuracy of shipment
- Count, pack, seal and label materials to prepare for shipping
- Complete daily shipping and receiving logs via carrier shipping software
- Record shipment data for reporting, accounting and recordkeeping purposes
- Maintain shipping and receiving area
- Maintain shipping supply inventory
- Maintain parts ready to ship inventory

QUALIFICATIONS

- Able to communicate, including reading and writing, in English
- Basic computer skills
- Basic math skills
- Ability to lift up to 50 pounds
- Familiarity with operating packaging tools – staplers, tape guns, strapping machines
- Familiarity with material handling equipment – dollies, hand trucks, forklift
- Forklift certification
- High school degree or GED preferred.
- Ability to operate the clamshell machine, wheel wrapper and weigh out scale.
- 3 years Shipping/Receiving experience.