

Shipping and Receiving Clerk/Fabrication Specialist

CCMI, Inc. excels in CNC machining, vacuum-forming, CNC cutting, and fabrication of plastics.

Responsibilities

- Processing deliveries and distributing and/or racking materials.
- Utilize forklift to move, load, unload, etc. materials and pallets.
- Maintaining the organization of the shipping area, shipping supply area, inventory area, and raw material area.
- Work with general shop equipment.
- Read CAD generated prints, rules, and general shop drawings in order to create products.

Skills

- Strong interpersonal and communication skills
- Excellent organization and administrative skills
- Integrity and leadership skills
- Good Problem-solving skills
- Strong computer skills and computer programs (QuickBooks, Microsoft office, and shipping programs (UPS, FedEx, and creating BOL)
- Ability to operate forklift/tow motor
- Detail-oriented and multitasking skills
- Good Attendance
- Knowledge on inventory control
- Comprehends and can follow internal systems, related instructions and operational procedures

Additional Requirements

- High School Diploma (or Equivalent) Required
- Physical Requirements (physical lifting up to 55 lbs. or more; pushing, pulling, climbing, standing, walking)
- Knowledge of manufacturing is a plus

Pay will be based on previous experience and skill.

Typical business hours are Monday thru Friday 7:00am to 3:30pm.

To be considered, please send all resumes to dinah@ccmiplastics.com.