

Shipping and Receiving Facilitator I-III Job Description

CCMI, Inc. excels in CNC machining, vacuum-forming, CNC cutting, and fabrication of plastics. CCMI, Inc. is currently seeking a full-time, reliable Shipping and Receiving Coordinator with inventory control knowledge to add to our team. The ideal candidate possesses the ability to work well with others, as well as to work independently.

The Shipping and Receiving Facilitator will work with the inventory of raw materials, finished goods, shipping and receiving supplies, as well as shipments in and out of CCMI.

Responsibilities

- Obtain and process product orders including receiving shipments, processing deliveries, and distributing and/or racking materials.
- Updating inventory reports for received raw materials, finished goods, and shipping supplies.
- Maintaining the organization of the shipping area, shipping supply area, inventory area, and raw material area.
- Schedule LTL shipments and plan logistics accordingly to ensure that there is sufficient space for incoming shipments and outgoing products to be shipped by deadlines.
- Keep files of products shipped and received by documenting the proper paperwork required.

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 50 lbs. or more; pushing, pulling, climbing, standing, walking)
- Knowledge of manufacturing is a plus
- Knowledge of ERP systems is a plus

Level I Requirements

- Focuses on contributing to team accomplishments and goals
- Finishes tasks as assigned and takes responsibility for one's own actions
- Receptive to constructive feedback
- Eager to learn more about the business
- Works to understand team goals
- Finishes tasks as assigned

Level II Requirements

- Ability to identify and take on work from other team members
- Offer constructive feedback and hold team accountable for best possible efforts
- Take on leadership role on moderately complex projects
- Ability to explain problems and solutions to those outside of the department

- Mentor less experienced team members
- Engage in discussion related to business impacts and helps to identify team weaknesses
- Department level expert in specific skills and can clearly explain high level of specific jobs/skills

Level III Requirements

- Takes technical leadership role in large projects, volunteers to help with other projects outside of department, can identify and help resolve cross-department issues
- Focus on best practices within and outside of immediate team
- Raise issues early when obstacles are foreseen to achieve overall goals
- Contribute to vision and long-term strategies
- Exhibit interest in understanding customer needs/relationships (understand what we offer and why we offer it)
- Display broad understanding of current and future business goals
- Proactive in learning opportunities, investigates new technology or ways to improve, mentor other team members inside and outside of department
- Take leadership in technical functions to coach or teach skills, mentor peers to avoid issues, find way of spreading learning throughout organization
- Actively engages in in expanding scope beyond role and department
- Acts as a go-to person for solving issues within production

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 anthony@ccmiplastics.com.