



Star Cutter Company Job Description



Job Title Shipping & Receiving Support (Entry-Level) **Location** Northern Tool Company Farmington Hills, MI

Reports to: Manufacturing Supervisor

General Summary

To assist the Shipping and Receiving Coordinator with shipping, receiving, and delivering supplies, materials, and equipment, while maintaining inventory control and records.

Responsibilities

- Process all shipping & receiving paperwork including shippers, labels, and freight documents.
- Coordinate the scheduling of internal & external freight shipments.
- Receive and unload freight, both, manually or with equipment, such as forklifts and pallet jacks.
- Check for damaged goods, verifying quantity and quality of order.
- Monitor department supplies to maintain stock levels.
- Verify items received with purchase order.
- Wrap, package, and ship supplies and tooling.
- Engrave items with the use of a laser etcher.
- Conduct light manufacturing work as needed.

Knowledge and Skills

- Knowledge of basic math skills.
- Must be able to bend, stoop, lift and move objects weighing up to 25 pounds.
- Must be able to stand and walk continuously throughout an 8 hour shift.
- Must be able to work in a manufacturing environment.
- Must maintain a clean, safe, well organized work area.

Education Requirements

- High school diploma or GED

Experience Requirements

- Shipping experience preferred.
- Manufacturing experience preferred.
- Willing to train the right candidate.

Please submit resume to:

Human Resource Department
756 Aulerich Road
East Tawas, MI 48730
recruiting@starcutter.com