



Star Cutter Company Job Description



Job Title: Shipping & Receiving Coordinator

Location: Ossineke Industries
Ossineke, MI

Reports to: Plant Manager/Production Supervisors

Role

Package, Ship, and Receive.

Maintain inventory control and records; perform related tasks.

Responsibilities

- Process all shipping & receiving paperwork including shippers, labels, and freight documents.
- Coordinate the scheduling of internal & external freight shipments.
- Check for damaged goods, verify quantity and quality of order.
- Monitor department supplies to maintain stock levels.
- Wraps, packages, and ships supplies.

Knowledge and Skills

- Knowledge of basic math skills.
- Must be able to bend, stoop, lift and move objects weighing up to 50 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

- Knowledge of an ERP System.
- Previous shipping experience with international shipments, UPS, FedEx, preferred.

Please submit resume to:

Human Resource Department
756 Aulerich Road
East Tawas, MI 48730

recruiting@starcutter.com