



***MME group is looking for a career-oriented individual to join our team. We are committed to employee success and support a core set of values and behaviors that reward and recognize your efforts and talent.***

We have an immediate opening for **Shipping and Receiving Clerk**. This is a **fast pace** position that prepares packages for shipping and receives goods with limited supervision.

MME group is a place for people who care about their work, care about their co-workers and know how to have fun! We offer comprehensive and competitive health and retirement benefits to full-time employees, professional development, and celebrate our successes with awards, recognition and company-sponsored events.

**Main Responsibilities:**

- Finished Product: Ships goods according to documented QMS procedures.
- Incoming Product: Receives goods according to documented QMS procedures.
- Loads and unloads goods from trucks.
- Contacts carriers for shipping purposes.
- Keeps shipping records as needed. Prepares shipping forms as needed.
- Maintains inventory accuracy through accurate ERP transactions.
- Performs cycle counts.
- Time usage: Package and ship goods in a timely manner to fulfill daily shipment schedule.
- Organizes warehouse for proper storage of goods.
- Works cooperatively with fellow employees.
- Operates equipment safely and efficiently.
- Packages goods with proper materials so no damage occurs.
- Uses banding equipment to secure goods to pallets.
- Maintains packing equipment in working order.
- Operates forklift, hoist, and two wheelers safely.
- Assembles shipping containers with hand drill, hammer, nails, and screw and power tools as needed.
- Tools and equipment: Report any damaged or worn equipment to management.
- Other tasks as assigned by Lead.

**Qualifications and Skill Requirements:**

- High School Diploma or GED.
- Valid driver's license with clean record, must be able to pass DOT exam.
- Required to operate forklift.
- Ability to work legally in the United States and a valid state identification.
- 2 years working in a manufacturing or plastic injection molding facility performing shipping and receiving duties is preferred.



- Must be able to work in a fast pace environment and handle multiple priorities.
- Ability to lift up to 50 lbs. regularly, have adequate manual dexterity, be able to walk and stand for continuous hours on concrete floors, work at a computer station.
- Sitting, standing, turning head and torso, reaching, grasping bending and flexing of arms and legs wrists and fingers are physical requirements.
- Strong attention to detail.
- Ability to work flexible hours when needed to support 24/7 environment.
- Good written and verbal communication skills.
- Experience in inventory cycle counting.
- Working knowledge of word processing and spreadsheet software (Microsoft Suite preferred); the ability to data entry.
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Working knowledge of the ERP software preferred; ISO experience helpful but not necessary.

MME group offers an outstanding work environment, flexible schedules, competitive wages and a comprehensive benefits package.