

We need a hero in in our warehouse. As our Shipping and Receiving Clerk, you'll use your knowledge of shipping and receiving practices as well as knowledge of ERP systems to ensure our product flows seamlessly into and out of our facility. Specifically, you will be responsible for keeping records of all products shipped and received in the company. You will pack the goods in shipping containers, develop mailing labels and shipping documents and ensure that all orders have been filled correctly. You'll also verifies incoming shipments by scanning barcodes to store that information into computers. You may work in offices inside warehouses and manufacturing plants.

Your salary will be commensurate with your knowledge and experience. Plus, you only have to work 4 days a week (10 hours per day).

We're growing, and you can grow with us! WireTech Fabricators is a leading supplier of custom fabricated wire products for many different industries. We have a great working environment, a supportive leadership team, and we've recently increased our starting hourly wage, so your team is motivated, too. NOW is your time to take advantage of:

4-day work weeks, meaning 3-day weekends with friends and family. OT may be required based on work load

Competitive benefits package including medical, dental, vision, paid holidays, paid vacation, 401k, and no co-pay urgent care

Wage increase at 90 days for most roles, and opportunity to increase even higher—potentially up to 30% after 1 year

Bonus incentives, including sign-on bonus

On-site training programs

Opportunity to grow within the company

What we need you to DO:

Verify quantities and put away inbound deliveries.

Plan truck load shipments, input data to customer logistics providers

Unpack shipment deliveries.

Preparation of shipping documents.

Maintain records of incoming and outgoing shipments.

Consolidation shipping orders.

Creating mailing labels.

Regular use of a forklift

Other duties as assigned.

What we like about YOU:

Have high attention to details.

Be able to work with a team.

Have good communication skills.

Be able to perform repetitive tasks.

Computer skills are required.

Knowledge of ERP systems.

Be able to work flexible hours.
Excellent organizational skills.

You have a High School Diploma or equivalent, two to three years of Shipping and Receiving experience, experience driving a forklift and experience using an ERP. You are physically able to stand, walk, and sit, occasionally lift and/or move up to 50 pounds

WireTech Fabricators is committed to a policy of equal opportunity employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Sturgeon Bay