

## **2<sup>nd</sup> and 3<sup>rd</sup> shift Shipping/Receiving Clerk**

We are growing and looking for a third shift Shipping/Receiving Clerk. We offer a challenging and rewarding career opportunity for qualified candidates who possess strong shipping and receiving background and can perform well in a face paced work environment.

MCD, Inc. is a 100% employee owned Madison based graphics finishing company focused on providing enhanced visual appeal to communication pieces. For over 40 years, the experts at MCD have turned ordinary concepts into extraordinary solutions while providing exceptional customer service, and quality products and services. These attributes continue to define our success and company culture.

The Shipping/Receiving Clerk you will be responsible for unloading/Loading incoming/outgoing shipments and materials, transporting of goods to designated locations and placing materials into storage racks.

### **Duties and Responsibilities:**

- Load and Unload trucks
- Prepare and Package product for shipping.
- Operate forklift and pallet moving equipment in accordance with company policies, procedures, and safety standards.
- Verifies incoming material against bill of lading and inspected for quality and quantity.
- Pick, pack and ship orders from inventory.
- Pick issue and return appropriate inventory materials on a job by job basis.
- Creates and documents accurate shipping paperwork, inventory records and bill of material records.
- Exercises responsibility for the prevention of loss or damage of assigned equipment, company properties, and customer material.
- Notifies supervisor of any problems that will affect quality or scheduled delivery times.
- May coordinate shipping arrangements with customers and trucking firms.
- Deliver materials to appropriate location on plant floor.
- Other duties as assigned.

### **Qualifications/Requirements:**

- High school diploma or equivalent
- 1 year or more experience in Shipping & Receiving
- Previous Forklift experience
- Experience loading and unloading semi-trailers and straight trucks
- Proven ability to meet deadlines and work in a fast-paced / demanding environment
- Exceptional organizational and communication skills
- Must be detail-oriented, hard-working, motivated self-starter
- Able to lift up to 70 pounds
- Prior computer experience in warehousing software is desire

We offer a competitive wage and benefit package which includes 401k, health, dental, employee stock, paid holidays, PTO, and disability coverage.

Qualified candidates should email resume and salary requirements for consideration.

MCD is an equal opportunity employer.