

Shipping and Receiving Coordinator

Mystic Scenic Studios Inc. is a production shop specializing in high end custom millwork, restaurant, office and retail environments, museum exhibits, trade shows, scenery and broadcast sets.

The Shipping and Receiving Coordinator is chiefly responsible for receiving products from vendor deliveries, comparing packing list to company purchase orders, ensuring that the products in each delivery match the packing list, and delivering materials to appropriate departments in a timely fashion, and loading and unloading trucks of company product.

REQUIREMENTS:

The successful candidate must be a reliable, independent self-starter with extreme attention to detail and organization with a proven track record. Must take responsibility for daily management of UPS, FedEx and common carrier freight with a high level of accuracy and conscientious service. Must be able to pass Forklift driver's certification (training provided). Must have clean driving record, pass a DOT physical, and be able to drive a box truck (training provided).

ACCOUNTABILITIES:

- Managing all inbound and outbound shipments, ensure all items incoming and outgoing are properly recorded, labeled and properly put into inventory or delivered to end user.
- Schedule and dispatch fleet vehicles and drivers.
- Participates in the loading and unloading of trailers.
- Assist the Operations Manager with the daily management of dock operations.
- Maintain physical condition of the loading dock to support safe and efficient processes.
- Maintain and improve operational processes to increase efficiencies, such as verification of incoming and outgoing shipments, handling and disposition of materials.
- Work collaboratively with Operations, Project Managers, Purchasing, Maintenance, and all other departments.
- Maintain department cleanliness and recycling.

Benefits include health insurance, 401K, paid vacation days, available dental, life and disability insurances.

PHYSICAL DEMANDS:

While performing the essential duties of this job, the employee is regularly required to read, write, talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing. The employee must frequently lift or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The employee is frequently exposed to loud noises, fumes or airborne particles, moving mechanical parts and vibration.

To apply, please send a resume and cover letter to careers@mysticscenic.com

Mystic Scenic Studios abides by requirements of 41 CFR 60-1.4(a), 60-300.5(a) and 60-741.5(a) prohibiting discrimination against qualified individuals based on status as protected veterans or individuals with disabilities, and against all individuals based on race, color, religion, sex, sexual orientation, gender expression or national origin, and requiring affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability. It is the policy of Mystic Scenic Studios to provide reasonable accommodation for qualified applicants and employees.