



## SHIPPING AND MATERIAL HANDLING SPECIALIST

LOCATION: Shelbyville, Indiana

TYPE: Full-time

Come work at Capital Industries, Inc., a leading firm in our industry providing custom robotic and automation solutions, material handling and test systems, and contract manufacturing services.

Due to growth, we are looking to hire an experienced Shipping and Material Handling Specialist. If you are innovative and passionate about what you do, Capital Industries is an ideal place to work. Apply today!

### JOB OVERVIEW

- As a member of the Materials Management Team, you will work alongside our Project Managers, Purchasing, and other internal departments and are responsible for all outgoing shipments including all freight incoming and outgoing, storage of work in progress, and finished goods. The Shipping and Material Handling Specialist will also be responsible for ensuring the accuracy of all shipments while maintaining organization throughout the shipping process.

### Job Responsibilities

- Package all outgoing shipments on a daily basis
- Build necessary packaging skids for shipments
- Schedule shipments via UPS, FedEx, DHL or other appropriate freight forwarders as required
- Document all shipments with pictures and store in appropriate server file location
- Develop detailed itemized packing lists
- Manage all documentation related to shipment of product
- Unload LTL trucks
- Deliver job related parts to other departments
- Update Smartsheet with shipping status, actual ship date, packaging information, and tracking details
- Provide organization and storage of all parts outside of part bins
- Coordinate work assignments for material handlers
- Assist material handlers packaging outgoing freight/container shipments as required
- Perform Bill of Material check off
- Coordinate delivery of parts to off-site company locations
- Prepare truck layout for shipments
- Load all trucks for shipment
- Manage shipping supply levels and submit re-order requests
- Coordinate with off-site company location the delivery of any material and ensure all necessary paperwork is received for processing
- Adhere to company's safety policies to create a safe work environment for employees

### Job Competencies

- Willingness to work within a team environment
- Disciplined and self-starter
- Ability to be organized and motivated to perform with limited supervision
- Skilled at handling multiple projects
- Adept at working in fast-paced environment
- General knowledge of computer skills
- Skilled forklift operator
- Capable of working overtime as needed
- Valid driver's license

### Education and Experience Requirements

- High School Diploma or Equivalent

- 2+ years relevant job experience in shipping environment

**We are looking for candidates who –**

- value reputation,
- are innovative,
- are passionate about what they do,
- embrace change, and
- are team players.