



WASHINGTON MILLS

Job Description: Warehouse Shipper/Receiver

Washington Mills, Inc.

20 North Main St., P.O. Box 428, North Grafton, MA 01536-0428

(508) 839-6511

Company Description

Washington Mills is one of the largest producers of high-quality abrasive and fused mineral products in the world. It has facilities throughout the U.S., Canada and Europe and serves a global customer base. Its principal business is the fusing of oxide and carbide minerals in electric arc and Acheson furnaces, as well as the grinding and classifying of the minerals into grains and powders. Established in 1868, Washington Mills continues a long history of excellence in serving raw materials to the abrasive, refractory, ceramic and industrial abrasive markets.

Job Description

The Shipper/Receiver will report to the Shipping/Warehouse Manager. The Shipper/Receiver will be responsible for the storage, organization and shipping/receiving of bags, drums, and super sacks of abrasive grain in multiple warehouse locations. The position is required to work closely with the Shipping Coordinator/Warehouse Lead and the Shipping/Warehouse Manager to ensure the completion and accuracy of all incoming and outgoing activity. The Shipper/Receiver will have a “can-do attitude”, be able to think on their feet, work independently, and work well with those in other departments. The Shipper/Receiver must also be able to write clear and concise reports and communicate effectively with peers. This position is 7am-3pm Monday-Friday.

Essential Functions

- Execute Expert-Level Fork Truck Skills
- Drive a box truck, navigating through tight tunnels and spaces
- Assist in the warehousing of daily production
- Assist in organizing the warehouse in a manner that allows for efficient shipment of material
- Transfer pallets of super sacks and drums from temporary storage to final inventory with use of forklift
- Load and unload trailers with use of forklift
- Transfer material from super sacks to storage tanks with use of electric overhead hoist
- Manual transfer of material from larger storage containers to smaller storage containers
- Transfer truckloads of material between multiple locations on site
- Create orders from pick tickets, create and print labels

Required Skills

- High school diploma or equivalent, certifications or higher education a plus

- 3+ years shipping/receiving experience
- Must be able to pass necessary DOT physical and pre-employment drug screen
- Must have a clean driving record that will be checked through a background screening
- Must be able to speak, read and write English
- Must have a valid driver's license and reliable transportation
- Must have a basic understanding of general industry work and safety practices
- Ability to use basic hand tools, i.e. wrenches, screw drivers, mallets
- Ability to perform basic math calculations
- Ability to work in a team environment and adapt to changing production demands
- Ability to manually lift up to at least 50 pounds and move drums that weigh up to 400 pounds
- **Extensive forklift experience is a must**
- Must have a can-do attitude and be team oriented
- Ability to multi-task and think quickly on their feet
- Knowledge of manufacturing and production environments a plus
- Self-motivated and able to follow instructions independently

Compensation/Benefits

- Medical and dental plans heavily subsidized by Company
- Company paid life insurance and short-term disability
- 401(k) with an employer match and employer contribution
- On-site parking
- Immediate paid vacation and holidays
- Family-friendly sick and personal leave
- Opportunities for career development

The above statement reflects the general details considered necessary to describe principle functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

Washington Mills is an Equal Opportunity Employer committed to workforce diversity. M/F/D/V. Qualified minorities, women, individuals with disabilities, and veterans are strongly encouraged to apply.