

Redwood Plastics and Rubber is seeking a **Shipper** to join our warehousing team. This position is responsible for shipping, receiving and other tasks related to the transportation and handling of goods.

**Responsibilities include but are not limited to:**

- Ship product to customers domestically and internationally. Shipment quantities vary day by day based on production capacity.
- Coordinate carriers for inbound and outbound freight.
- Deal with imports and exports shipped to and from the company; work with customs officials to ensure compliance.
- Work with the warehousing team to minimize shortages and improve inventory holdings.
- Inspect incoming and outgoing shipments to ensure the accuracy, completeness, and condition of shipments.
- Process all required paperwork and maintain adequate records for reporting and tracking of shipped and received product.
- Ensure that shipments contain proper documentation and if multiple items per shipment, ensure item lists are complete.
- Track shipments and verify receipts of shipments as required.
- Study shipping notices, bills of lading, invoices, orders, and other records to determine shipping priorities, and shipping methods required to meet shipping and receiving schedules.
- Operate forklift, hand truck, or other equipment to load, unload, transport, and store goods.
- Perform all functions of the job safely.
- Maintain a clean and organized work space.
- Perform other duties as assigned.

**Skills & Experience:**

- Minimum 2 years of direct work experience in shipping, and logistics.
- Experience in warehousing, inventory control, and/or transportation management.
- Strong working knowledge of ERP systems and MS Office Suite.
- Experience in working with third-party logistics providers.
- Excellent spoken and written English is a must
- Excellent interpersonal, communication, and relationship management skills
- Possesses outstanding organizational skills and attention to detail.
- Able to lift 50 lbs

**Notes:**

- Redwood Plastics and Rubber offers competitive salary packages, medical and retirement benefits, a positive work environment, and career advancement opportunities.
- Compensation will be determined based on qualifications and experience.