



Shipping and Receiving Clerk

Marco Specialty Steel, Inc is a family owned and operated steel distribution and fabrication Company located near Hobby Airport in Houston Texas. Since 1991 our goal has been to provide the best, customer focused service in the metals industry to all customers, whether your requirement is large or small. We set high standards, and we abide by them as we practice business fairly and behave ethically. We share our expectations with each other and strive to maintain a workplace built on mutual values, trust and goodwill. In short, we expect excellence, and reward hard work and loyalty.

We are seeking an enthusiastic and conscientious individual to handle every aspect of receiving, shipping and recording all incoming and outgoing shipments while working closely with the Warehouse Manager. Additional duties include preparing and monitoring packages for shipment, as well as performing the following:

- Loading and unloading incoming and outgoing freight
- Provide customer service and maintain a professional attitude while interacting within the department and entire company
- Palletize/bundle orders for shipment
- Select and process orders in a timely manner
- Examine incoming and outgoing shipment contents and compare to the appropriate documentation to verify accuracy. Ensure that upon receipt of products, the packing list matches what is actually received and items being shipped match the packing slip received from sales department
- Receive, count and assign parts into inventory locations
- Correspond with establishment representatives to rectify problems, such as damages, shortages and nonconformance to specifications
- Complete shipping orders and stage for transport
- Prepare documents, such as work orders, bills of lading, shipping orders and commercial invoices to route materials
- Contact carrier representative to make arrangements and to issue instructions for the shipping and delivery of materials
- Pull orders from warehouse racks, staging and palletizing products in the warehouse
- Perform light quality control to ensure that products are going to the correct areas
- Computer data entry, including spreadsheet or any other programs available that enhance efficiency
- Cycle count parts
- Perform general cleanup and maintenance of your work area

Job Requirements

- 3+ years of experience in shipping/receiving, including FedEx, UPS, DHL and scheduling trucks for freight shipments
- Experience staging product
- Ability to interpret and follow a variety of instructions
- Ability to multi-task job functions
- Must be flexible to work overtime as needed
- Basic math/counting skills
- Ability to pass a background check and drug screen
- Inventory experience preferred
- Leadership experience or capability a plus
- Customer contact experiences a plus
- Logistics and freight experience a plus
- Ability to stand for long periods of time, bend, kneel and lifting heavy objects (up to 50 lbs.)
- Punctual with good attendance

Benefits:

In exchange for your hard work and dedication, we offer a compensation package that includes excellent pay, retirement plan, paid health benefits and a friendly casual work environment in our convenient Hobby Airport area location. If you want to be a part of our continued success and growth respond with a cover letter, resume and salary history.