Would you like to be a part of an award-winning team that is a leader in marine and industrial markets? Mack Boring and Parts Co. is a fast-growing company headquartered in Somerset, New Jersey. We are a tight-knit, values-driven team focused on delivering an important *promise*to our customers: providing outstanding service and delivering a premiere customer experience!

We currently have an excellent opportunity for a Shipping & Receiving Coordinatorto join our Team.

**Excellence in Role Requires Ownership and Accomplishment of the following:**

* Receives goods and verifies the quality and count of all items unloaded from trucks and trailers; checks against suppliers count and immediately reports discrepancies to carriers, supervisor, and supply chain.
* Verifies and records all items loaded for shipments.
* Carefully and accurately maintains shipping records for requested categories including goods returned and returnable pallets.
* Maintains shipment data to ensure that customer orders are updated and that appropriate billing documents are provided to accounting or other associated departments as required.
* Notifies supervisor of major discrepancies, over-shipments, or substitutions.
* Prepares bills of lading and dray tickets for shipments.
* Completes information on damage claims for in-transit damage.
* Transports materials on shipping dock with a hand truck or other vehicle as needed.
* Loads trucks and trailers using a forklift.
* Prepare and print shipping labels corresponding to shipping needs\
* Perform cycle counts on finished goods and raw material on a scheduled basis.
* Pull daily sales orders and set up for shipment.
* Maintain a clean and safe work area and update supplies as needed

**Education, Skills, and Work Experience:**

* High school education with 1-2 years of warehouse operations.
* Ability to accurately sort, count, and verify items received.
* Basic understanding of dock and warehouse procedures.
* Excellent time management, organization, and communications skills; oral, written and telephone.
* Proficiency in the use of Word, Excel, Outlook, and the Internet.

**Behavioral Guidelines:**

* Enjoy and thrive working in a no-excuse, highly accountable environment with other similarly motivated individuals.
* Complete accuracy in all work.
* Adheres and is an example of corporate values of integrity, excellence, respectfulness, positivity, and perseverance.
* Accountable to fulfilling our Customer Promises.

**Specific Job Requirements:**

* Ability to stand, walk and sit in an indoor warehouse environment and outdoors.
* Valid driver’s license.
* Operate a forklift and maintain certification.
* Ability to lift to 75 lbs.

Mack Boring offers a highly competitive salary commensurate with work experience and/or education, an excellent benefits program that includes a 401(k) plan with company match, health, dental, vision and life insurance, and paid time off. We are an Equal Opportunity Employer (EOE) and do not discriminate against otherwise qualified applicants based on race, color, creed color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status. Mack Boring is a Drug-Free Workplace.