



# Job Opening

## Shipping and Receiving Agent

### Job Description

Individual will be responsible for receiving various raw materials used in production process, completing final packaging and shrink-wrapping of manufactured items, assist in loading items on trucks for final shipment.

Will review and match customer orders, final products produced and shipping orders to confirm which products must be shipped each day working in close coordination with the Company's Shipping, Production and General Managers. Will assist in periodic physical inventory, perform other duties as required to support production process.

Requirements – 1 year or more of related experience. Must be able to drive forklift. Fluent in use of Microsoft Word and Excel, able to drive forklift, lift and carry 50-60 lbs. and climb ladder and stairs. Experience with ERP software and systems preferred. A willingness to learn, attention to detail and the ability to work in a team environment are essential. Medical, dental and life insurance benefits provided. Se habla español.

Job Type: Full-time

Pay: \$14.00 - \$16.00 per hour

### Apply

To apply, please send your resume to [info@lancsindustries.com](mailto:info@lancsindustries.com) with the subject line in your email – Shipping and Receiving Agent

### Contact Us

Email: [info@LancsIndustries.com](mailto:info@LancsIndustries.com) | Tel: 505.738.7200 | [LancsIndustries.com](http://LancsIndustries.com)

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