



## Shipping & Receiving – First Shift

Capital Steel & Wire is seeking a full time shipping & receiving employee join our team in our Mason, Michigan production facility. Essential functions and responsibilities include:

- Load and unload trucks.
- Load and unload saw tables with material.
- Log inbound material, add/receive new inventory in computer system, and report any material quality concerns to Shipping/Receiving Manager.
- Assemble boxes and empty bins; empty chip bins.
- Assist saw shop with full/empty bins.
- Tag and organize inventory.
- Operate overhead crane and fork truck.
- Communicate with Warehouse Manager regarding any operating or personnel issues.
- Serve as backup to draw bench operations.

High school diploma or GED required and valid Michigan Driver License. General computer experience and ability to read and follow written instructions required. Fork truck and overhead crane experience strongly preferred.

Requires ability to be on your feet and excessive walking of facility floor for 8 consecutive hours, and other physical activity such as bending, reaching and twisting. Requires ability to lift 15-50 pounds repeatedly and exposure to machinery and loud noises.

### To Apply

Send resume, cover letter and compensation history to [employment@capitalsteel.net](mailto:employment@capitalsteel.net) with "Shipping/Receiving" in the subject line.