



BETE FOG NOZZLE, INC
50 GREENFIELD STREET
GREENFIELD, MA
01301 USA

1st Shift, Shipping Clerk

Summary:

As a shipping clerk, you will be responsible for receiving outside processed goods and vendor supplies in computer system and delivering them to their designated areas.

Responsibilities:

- Keep accuracy of inventory by counting nozzles and verifying the counts in the computer. Maintain good housekeeping and safety practices.
- Advocate for process improvement.
- Ability to use reference materials to identify parts, drawings charts, ISO shipping procedures etc. *This will include creating shipping documents, verifying all parts and sku #'s in order, and pulling inventory from the shelves.*
- Once an order has been filled, you're responsible for monitoring each shipment to make sure that outgoing packages are packed correctly and accurately.
- Print shipping labels, schedule pick-ups, and ensure that each package has the proper postage.
- Perform inventory control and track a shipment's delivery status. Use of office equipment including scanners, postage machines, scales, and, in some cases, a forklift to perform these job duties.

Qualifications and Experience:

- 1 to 3 years Shipping Clerk experience.
- Knowledge of computer applications including Microsoft Office Suite (*including Outlook*) is important.

Effective Interpersonal/Communication Skills:

- Ability to work in a team environment.
- Must be able to lift to 50 pounds on a regular basis. Stand for long periods of time, move around often, and lift items repeatedly.
- Knowledge using FedEx, UPS, software packages.
- Must be detail oriented (accurate counting).
- Fork truck experience.
- Must have the ability to learn quickly and work independently, as well as multitask.
- Present with good written and verbal communication, as well as basic math skills.

Educational Qualifications:

High School Diploma or equivalent experience.

Benefits to working with BETE:

A competitive benefits package that includes: 401(k) Retirement Savings Program (includes 25% company match), Health and Dental Insurance (after 30days), Flexible Spending Account and Dependent Care Spending Accounts, Life and AD&D Insurance(s), Employee Assistance Program, Company Paid Life Insurance, Vacation Time, Sick Time, Employee Referral Program, Tuition Reimbursement, Bi-Annual Discretionary Bonuses (June & December), 8 ½ paid holidays, On-site fitness facility, and All Employee Annual Fall Company Outing.

If you meet the requirements outlined throughout the position descriptions above and are interested in working for a well-established, successful, and progressive local area business, we would be delighted to hear from you.

To apply, simply click on the “Apply Now” tile on the Career Opportunities page; here you can submit your contact information and a cover letter/resume to our recruiting team. Or you can email a copy of your current cover letter/resume to our team at hr@bete.com someone will be in touch with you shortly thereafter.

We are an Equal Opportunity Employer. M/F/D/V