



## **OPENING POSITION – SHIPPING & RECEIVING (LEVEL-3)**

### **About the Role**

We are seeking a highly organized and proactive **Shipping Manager** to lead our shipping operations in a fast-paced manufacturing environment. The ideal candidate is bilingual, has 3–5 years of relevant experience, and is a quick learner with strong scheduling skills. Proficiency with **JobBOSS<sup>2</sup>**, **UPS WorldShip**, and **FedEx Ship Manager** is essential. This role also includes the ability to **internally train staff annually on forklift safety protocols**.

**Location:** Santa Ana, Ca (92704)

**Employment Type:** Full-Time (Guaranteed 8 hours/day, Monday–Friday)

**Schedule:** Must be open to overtime and flexible shift hours

### **Key Responsibilities**

- 📦 Manage daily shipping operations to ensure timely and accurate deliveries
- 📅 Schedule internal and external personnel using JobBOSS<sup>2</sup> ERP system
- 📄 Maintain detailed shipping records and ensure compliance with company policies
- 🧑‍🔧 Conduct internal **forklift safety training** and ensure compliance with OSHA and company standards
- 🤝 Collaborate with production, inventory, and customer service teams to streamline logistics
- ⌚ Adapt to changing priorities and shift schedules as needed

### **Qualifications**

- ✅ Proven experience in shipping/logistics management
- ✅ Proficiency with **UPS WorldShip** and **FedEx Ship Manager**
- ✅ Strong organizational and multitasking abilities
- ✅ Proficiency with ERP systems (JobBOSS<sup>2</sup> preferred)
- ✅ Excellent communication and team coordination skills
- ✅ Willingness to work overtime and adjust shifts hours when required



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#### **Why Join Us?**

- Competitive compensation
- Supportive team environment
- Health + Life Insurance offered upon (90days)
- Opportunities for growth and development
- Hands-on experience with industry-leading ERP tools
- Paid time off