**Shipping and Receiving Tech (Retail) – St. Paul, OR**

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Operates forklifts, pallet jacks or hand trucks to convey, move or hoist materials to proper departments, customers or areas.
* Unpacks, examines and routes incoming shipments, rejects damaged items, records shortages, and corresponds with shipper to rectify damages and shortages. Receives and processes all defective parts returned for replacement or credit.
* Maintains inventory of shipping materials and supplies.
* Performs all computer functions necessary to track various aspects of goods.
* Supports the shipment of goods produced and the received goods and supplies to be used in or to aid in the production/storage of goods destined for sale to our customer base.
* Responsible for making arrangements for pick up by the carrier specified on the customer’s purchase order, which is conveyed to the shipping clerk by final inspection via the shipping instructions.
* Reports defective materials or questionable conditions to the department head.
* Responsible for keeping an adequate supply of shipping materials on hand at all times.
* Maintains the work area and equipment in a clean and orderly condition and follows prescribed safety regulations.

**MINIMUM QUALIFICATIONS AND EXPERIENCE REQUIREMENTS**

* 3-5 years’ experience in shipping/receiving
* Experience working in a fast-paced retail environment.
* General data entry experience (in a computer program such as inventory or accounting)
* Basic mathematical skills – add, subtract, divide, multiply – ability to use a calculator
* Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
* Experience with Microsoft Office (Word, Excel, Outlook) and generally proficient with computers
* Self-starter and ability to work well in a manufacturing environment

**LOCATION AND HOURS**

20160 Main St.

St. Paul, OR 97137

This position is part-time, not exempt from overtime. The scheduled shift for this position is: Monday through Friday, 7:00 a.m. – 5:00 p.m. Seasonally, some Saturdays may be required.

**IN ORDER TO APPLY:**

Résumés must be submitted either through this website or via email (hr@marionag.com). No phone calls, please.

**DATE POSTED**

May 29, 2025