



KH Industries is looking to add to our Shipping & Receiving Team. The company manufactures and sells industrial lighting and temporary power products, including custom lighting solutions for utilities, airlines, and other industrial applications.

The Shipping & Receiving Associate will work to ensure the accuracy of all inbound and outbound shipments, organization of warehouse and inventory.

Essential Duties and Responsibilities:

- Picks orders for shipment to customers, verifying the content is accurate.
- Accurately package, label and weigh items to be shipped and ensure proper shipment method and shipping charges.
- Moves freight, stock, or other materials to and from warehouse or production areas, loading docks, and delivery vehicles by hand or forklift or other equipment.
- Receive, unpack and verify incoming product or material.
- Organize stock in the warehouse, keeping goods in the proper designated locations.
- Scans product in and out of inventory and uses scanner to determine proper warehouse location.
- Maintains a clean and neat work environment and ensures inventory is protected.
- Observes all safety procedures, rules and regulations, and work instructions while performing job.

Education and Experience:

- High school diploma or GED.
- Stand up forklift certification.
- Shipping and receiving experience of 1 year is preferred.

Physical Demands:

- Frequently lift up to 100 lbs.

KH Industries offers an excellent benefits package, including Health Insurance, 401K Retirement Plan, PTO and holiday pay.

KH is an equal opportunity employer.