NOW HIRING · SHIPPING

Shipping and Receiving

JOB TYPE	SCHEDULE	LOCATION
Full-time	Monday–Friday, days	Oshkosh, WI

Be the force behind every successful shipment. If you take pride in accuracy, organization and keeping operations moving, this Shipping and Receiving role may be the perfect fit. You'll play a critical role in operating forklifts, managing inventory, inspecting and packaging products, and ensuring every shipment leaves the facility on time and error-free. The ideal candidate is detail-oriented, safety-conscious and committed to delivering quality with every order.

Duties

- Receive incoming materials and inspect shipments for accuracy, condition and proper documentation.
- Move, organize and store raw materials and finished goods throughout the facility while maintaining accurate inventory records and material identification.
- Operate a forklift safely to transport materials, work-in-process and finished products as needed.
- Inspect finished products to ensure they meet customer specifications and company quality standards.
- Use calipers and other measuring equipment to verify product dimensions and conformance to requirements.
- Complete quality records, shop paperwork, shipping documentation and Statistical Process Control (SPC) charts as required by customer and company standards.
- Package finished products according to customer, quality and company requirements.
- Prepare materials and products for shipment, including packaging, staging and order preparation.
- Verify outgoing shipment quantities, part numbers and customer order information to ensure order accuracy.
- Weigh outbound shipments and confirm weights meet customer and shipping requirements.
- Prepare and apply shipping labels and all required shipping documentation to outgoing orders.
- Load trucks safely and efficiently in accordance with shipping schedules, procedures and customer requirements.
- Follow all company safety, quality, production and shipping procedures and policies.
- Maintain a clean, organized and safe work environment.
- Perform other duties and responsibilities as assigned.

Qualifications

- Shipping experience and familiarity with carriers, including UPS and FedEx shipping software.
- 3–5 years of experience in shipping, receiving, material handling or manufacturing preferred.
- Forklift experience required; certification preferred.
- Ability to read and interpret work orders, shipping documents and customer specifications.
- Basic math skills, with the ability to verify quantities, measurements and weights.

- Experience using calipers and other measuring instruments.
- Strong attention to detail and commitment to quality.
- Ability to accurately complete shipping, inventory and quality documentation.
- Ability to lift, carry, push and pull up to 50 pounds regularly.
- Ability to stand, walk, bend and reach throughout the workday.
- Ability to perform repetitive hand, wrist and arm movements.
- Ability to work independently and as part of a team in a fast-paced manufacturing environment.
- Commitment to maintaining a safe, clean and organized work area.

Schedule

- Full-time position, Monday–Friday
- 8-hour shift
- Hours generally range between 7:00 a.m. and 5:00 p.m.

Benefits

Oshkosh Coil Spring offers a competitive benefits package, including:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Disability Insurance
- Health Savings Account (HSA)
- Health Reimbursement Arrangement (HRA)
- 401(k) Retirement Plan
- Paid Vacation
- Paid Holidays

Additional Information

- Pre-employment drug screening required

How to Apply

If you take pride in accuracy and keeping operations moving, we encourage you to apply today.

Apply online: oshkoshcoilspring.com/careers

Email: HRManager@oshkoshcoilspring.com

Call: (920) 235-7620

Visit: 3575 N. Main St., Oshkosh, WI 54901

Oshkosh Coil Spring is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status or any other protected status.