

JOB POSTING

Shipping & Receiving Position

Job Summary

Company

ARMOR Protective Packaging®

Location

Howell, MI

Industry

Corrosion

Management/Packaging;

industries include Automotive,

Manufacturing, Oil & Gas,

Construction Equipment,

Military, Export, Electronics

and more

Job Type

Hourly Employee - Full Time

***About the Company***

Armor Protective Packaging is a global leader in corrosion management solutions designed to protect metals before, during and after transport or storage. For more than 40 years, ARMOR has offered a full line of packaging products that include paper, poly film and desiccants infused with our proprietary vapor corrosion inhibiting (VCI) Nanotechnology, a water-based rust preventative. Products Metal Rescue and Dry Coat are liquids designed to remove rust and prevent its return. All ARMOR products are clean, safe, easy to use, and extremely effective.

About the Job**Shipping/Receiving - Essential Duties and responsibilities:**

- Verify all paperwork for items being shipped and received.
- Product quality assurance prior to shipping
- Preparing products for shipping, boxing, palletizing, banding, stretch wrapping.
- Truck line scheduling and coordination
- Generating appropriate paperwork (Bill of Ladings and similar forms)
- Unloading and loading trucks
- Incoming quality verification
- Finished goods inventory management
- Maintain work area and equipment in a clean and orderly condition.
- Help with monthly inventory.

Shipping/Receiving - Job Knowledge/Skills

- Must be familiar with most common handling equipment and be licensed forklift operator.
- Ability to enter information acknowledging the receipt of goods into Business Central software.
- Must be able to use UPS / FEDEX online software.

Shipping & Receiving - Physical Demands:

- Regular use of forklift which involves climbing in and out forklift.
- Regularly required to stand, bend, reach and move about the facility.
- Regularly required to lift packages weighing an average of 40-50 pounds; when packages weigh over 50 pounds associates are requested to seek assistance with lifting.

Additional responsibilities:

- Must be flexible; willing to work in various positions throughout the plant.
- Cross train other employees
- Must be able to work with minimal direction.
- Support efforts to meet ARMOR Protective Packaging primary goals
 - Happy Customer > Calm Work Environment > Profitable Company > Working Together

Education and/or Experience: High school diploma or equivalent

Key Facts

- ARMOR has been in business since 1979
- Forbes™ Magazine recognized ARMOR as a Small Giants award winner in 2020, presented to companies that choose to be great instead of big.
- ARMOR won Crain's Coolest Places to Work in Michigan award 6X (2017, 2018, 2019, 2021, 2022, 2023)
- Recognized as Michigan's Most Engaged Workplace in 2019 through *Michigan Celebrates*
- ARMOR has been awarded INC Magazines Best Workplaces in 2018 and 2019
- ARMOR was honored as a Michigan 50 Companies to Watch Awardee in 2015
- ARMOR products Metal Rescue™ Rust Remover and Dry Coat™ are available in over 10,000 retail stores through our partnership with B'laster Corporation.
- ARMOR has partnerships in over 15 countries serving over 25 countries across the globe
- ARMOR serves over 90% of the Fortune 500™ industrial companies in the world
- ARMOR rust prevention products were featured in the highest grossing film of 2010, Iron Man 2™ by Marvel™

To learn more about the company and to see if you'd be a fit, be sure to check out some of our marketing:

www.armorvci.com

www.youtube.com/armorprotectivepkg

Please send cover letter and resume to hr@armorvci.com

