

Shipper & Receiver

About The Role

As Shipper & Receiver you'll play a critical role in ensuring the smooth flow of materials in and out of our facility. This hands-on position is ideal for someone who thrives on organization, is focused on the details, takes pride in accuracy, and brings a strong sense of ownership to their work. You'll work closely with project managers, production teams, and senior leadership to coordinate logistics, manage inventory, and support shop operations.

Key Accountabilities

- **Accountable for all shipping and receiving activities**, ensuring safe packaging, accurate documentation, and efficient logistics
- Pull materials and parts to assemble job shipping packages based on work orders
- Ensure shipments are shipped complete and delivered on-time with accurate paperwork
- Maintain accurate inventory and organized storage across the shop and yard
- Operate forklifts and related equipment to load, unload, and transport materials safely
- Ensure incoming and outgoing shipments meet documentation and quality standards
- Support fabrication and shop operations as needed, maintaining a clean and safe workspace
- Maintain accurate records using manual and digital systems; ensure compliance with safety protocols

What You'll Bring Along

- A **can-do attitude** and a **mindset of extreme ownership**. You take initiative, follow through, and own outcomes
- A high school diploma
- **Ideally, minimum 2 years of experience** in S&R
- Strong **organizational skills, attention to detail**, and the ability to **work independently**
- Technical aptitude and **problem-solving ability in a fast-paced environment**
- Clear communication skills and a professional presence when interacting with customers and team members
- Physical capability to **handle loads up to 50 lbs** and comfort with equipment
- Valid driver's license with a clean abstract, forklift certification preferred

Benefits

- **Competitive hourly wage**, determined based on experience
- Extended **health benefits (health, dental benefits,**
- **On-the-job training** to provide a solid foundation and confidence in your work
- Access to over 175 **personal development courses**
- Fun social events throughout the year
- **Employee-Family Assistance Program** to support your well-being

At Metalex, we don't just build buildings—we build careers. Many of our employees have been with us for 5–10+ years, and we're dedicated to helping you achieve long-term success.