



JOB DESCRIPTION

JOB TITLE

Shipping and Receiving Specialist

The Shipping, Receiving & Inventory Coordinator is responsible for accurate receipt, storage, movement, and shipment of materials and finished goods throughout the organization. This position supports manufacturing operations by maintaining inventory accuracy, processing material transactions, coordinating freight shipments, and ensuring compliance with customer, contractual, and company requirements.

The ideal candidate is organized, detail-oriented, and comfortable working in a fast-paced manufacturing environment. This role serves as a key link between Production, Supply Chain, Quality, and Program Management to ensure materials and products flow efficiently through business.

Role and Responsibilities

General Expectations:

In the performance of their respective tasks and duties all Cvi employees are expected to:

- Perform quality work within established deadlines with or without direct supervision.
- Follow company policies, procedures, and safety requirements.
- Interact professionally with customers, suppliers, and fellow employees.
- Work effectively as a team member while taking ownership of assigned responsibilities.
- Communicate clearly and proactively regarding issues, delays, and opportunities for improvement.
- Maintain a positive attitude and contribute to a productive work environment.

Essential Duties and Responsibilities:

Shipping Operations:

- Prepare and process outbound shipments in accordance with customer purchase orders, contracts, and company procedures.
- Coordinate domestic and international shipments utilizing approved carriers to meet customer delivery requirements while controlling freight costs.
- Prepare shipping documentation including packing slips, bills of lading, certifications, and other required records.
- Verify quantities, part numbers, serial numbers, and shipment contents prior to release.
- Package products appropriately to prevent shipping damage.
- Coordinate carrier pickups and delivery schedules.
- Maintain shipping records and provide tracking information as required.



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- Ensure compliance with all customer shipping instructions and contractual requirements

Receiving Operations:

- Receive incoming materials, components, and supplies.
- Inspect incoming shipments for quality, condition, and documentation accuracy.
- Process receiving transactions within the ERP system.
- Coordinate with Quality and Purchasing regarding discrepancies, shortages, or damaged materials.
- Maintain accurate receiving records and supporting documentation.
- Ensure incoming materials are properly identified and routed to the appropriate location.

Inventory Control

- Maintain inventory accuracy through proper transaction processing and material handling practices.
- Stock and organize Inventory locations.
- Perform cycle counts and support physical inventory activities.
- Investigate and resolve inventory discrepancies.
- Maintain material traceability and accurate inventory records.
- Monitor storage locations and recommend improvements to organization and material flow.

Material Handling & Production Support

- Stage materials, kits, and components for manufacturing work orders.
- Transport materials throughout the facility using approved equipment.
- Support production schedules by ensuring materials are available when needed.
- Assist with movement and storage of work in process inventory.
- Support facility moves, warehouse reorganization, and material management initiatives as required.

Safety & Compliance

- Operate forklifts and material handling equipment safely and efficiently.
- Follow all company safety procedures and OSHA requirements.
- Maintain a clean, organized, and safe work environment.
- Support continuous improvement and 5S initiatives.
- Comply with all company quality management system requirements.

Additional Responsibilities

- Cross-Train within Supply Chain and Operations functions
- Support internal and external audits as required.



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- Perform other duties as assigned.

Qualifications and Education Requirements

- A High School diploma or equivalent.
- 3+ years of shipping, receiving, warehouse, or inventory control experience in a manufacturing environment.
- Understanding of inventory control, bills of material (BOMs), and manufacturing work orders
- Experience preparing freight shipments including LTL, truckload, parcel, and expedited shipments.
- Ability to read purchase orders, packing slips, bills of lading, and manufacturing documentation.
- Forklift certification or ability to become certified.
- Strong attention to detail and organizational skills.
- Basic computer proficiency, including Microsoft Outlook and Excel.
- Reliable, self-motivated, and able to work independently or as part of a team.
- Contribute to team goals with a positive, professional attitude.

KEY PERFORMANCE EXPECTATIONS

Performance will be evaluated based on:

- Inventory accuracy
- On-time shipment performance
- Receiving transaction accuracy
- Shipping documentation accuracy
- Material handling and warehouse organization
- Safety performance
- Internal customer support and responsiveness

Special Position Requirements:

- Ability to obtain and maintain forklift certification.
- Ability to pass background checks required for government contract work.
- Ability to work overtime during peak shipping periods.
- Crosstrain within Supply Chain and Operations functions as required.

Physical Requirements:

- Lift up to 50 lbs routinely.
- Lift up to 75 lbs with assistance.
- Frequent standing and walking throughout the workday.
- Frequent bending, kneeling, reaching, and climbing.



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- Ability to operate forklifts and warehouse equipment.
- Ability to work indoors and outdoors at varying temperatures.

HR USE ONLY:			
Job Title (GSS):	Shipping and Receiving Specialist	GSS Shift #:	
Department/Group:	Supply Chain & Logistics	Supervisor:	Brody Sanchez
Location:	Prineville, OR	Travel Required?	No
Pay Type (E/Non-E): (H/S): Pay Range:	Non-Exempt Hourly	Position Type (F, P, C, T, I):	F
HR Contact:	Shawna Jones	Effective Date:	
Hiring Manager:	Brody Sanchez	Posting Expires:	
External Posting URL(s):			