

## Shipping & Receiving Specialist III



**Join a values-based, ESOP (employee-owned) company where *YOU* are a top priority!**

To apply, email your resume to [jobs@reell.com](mailto:jobs@reell.com)!

Reell Precision Manufacturing is a leading provider of innovative position and motion control solutions, delivering high-quality precision products that optimize performance and efficiency throughout a diverse global market.

The company was named “Reell” (ray-El’); a German word meaning *honest, trustworthy* and *good* to reflect these foundational values. After 50+ years in business, we continue to strive to fulfill the promise of these words in our products, services and our relationships with customers, shareholders, co-workers, suppliers and the community.

Join Reell as a Shipping & Receiving Specialist III, where you’ll take ownership of end-to-end shipping, receiving, and inventory flow in a fast-paced manufacturing environment. In this hands-on role, you’ll prepare domestic and international shipments, manage export documentation and compliance using ERP and EMS systems, maintain accurate inventory, and ensure efficient material flow across operations. You’ll collaborate cross-functionally to solve problems, support continuous improvement, and help train others on best practices. We’re looking for a reliable, detail-oriented coworker with strong problem-solving skills, solid computer and ERP experience, and a background in shipping, receiving, and inventory management, especially with international shipping or export compliance, who is ready to contribute and grow with the team.

### **Primary Responsibilities**

#### **Shipment Management**

- Prepare and process customer shipments using ERP system and established procedures, including unscheduled shipments
- Generate required shipping documentation, including invoices, packing lists, shipper’s letter of instructions (SLIs), bills of lading, and labels
- Pack and palletize shipments in accordance with customer and government requirements
- Coordinate carrier pickups and track shipments to ensure timely delivery and adherence to customer expectations
- Maintain current knowledge of applicable domestic and international shipping regulations

#### **Document Preparation & Compliance**

- Prepare export documentation in compliance with government regulations using Export Management System (EMS) and AES Direct government system

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- Ensure accuracy and completeness of all shipping and export records
- Support training of coworkers on EMS processes through Reell training
- Coordinate and implement required updates or changes within EMS

### Receiving & Inventory Management

- Accurately receive incoming materials, including ERP transactions and inventory adjustments
- Store inventory in appropriate locations and maintain accurate system records, including creating new locations as needed
- Distribute materials to production, floor stock, and other functions as required
- Restock returned materials and perform daily cycle counts to maintain inventory accuracy
- Investigate and resolve inventory variances and communicate with impacted functions

### Material Flow & Warehouse Operations

- Execute responsibilities across shipping, receiving, and inventory flow to support efficient material movement
- Maintain warehouse organization and efficient use of storage space
- Ensure adequate shipping and warehouse supplies and initiate purchase requisitions as needed

### Problem Solving

- Identify, troubleshoot, and resolve system, inventory, and process issues
- Collaborate with cross-functional teams to implement effective solutions

### Minimum Qualifications

- High school degree or equivalent
- Four years of shipping, receiving or warehouse experience
- Working knowledge of inventory control, shipping, and receiving processes, scheduling, and quality control
- Forklift experience (Certification will be required upon hire)

### Physical Requirements

- Ability to lift up to 40 lbs consistently
- Ability to move (push and pull) loaded pallet with pallet jack onto floor scale weighing a minimum of 100 lbs and up to 2300 lbs with or without assistance
- Ability to move and/or stand 90% of time
- Regularly required to stand, bend, reach and move about the facility
- Excellent physical health as job requires exertion
- Safety shoes are required for this position

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### Preferred Qualifications

- Associate's degree or equivalent experience
- Experience with international shipping and export compliance
- Experience with shipping, labeling, and export systems (EMS, AES Direct, SLI tools)
- Experience with QAD or similar ERP system
- Knowledge of Kanban, cycle counting, or lean inventory practices
- Experience with Warehouse Management System (WMS) and barcoding.

Reell Precision Manufacturing offers competitive compensation and benefits. For this non-exempt position, the pay range is expected to be between \$28.00/hr - \$33.00/hr. Please note that the pay range is a good faith estimate of the position at the time of posting. Actual compensation will be dependent on factors, including but not limited to, the individual's qualifications, experience, knowledge, skills and abilities, as well as the actual work location.

Benefits include:

- Medical insurance options with employer contribution to Health Savings Account
- Flexible Spending Account options
- Dental, Vision, Life and Disability benefits
- 401(k) with employer match
- Employee Stock Ownership Plan (ESOP) with employer contribution toward employee retirement
- Discretionary bonus plan
- Paid Time Off (PTO)
- Community Involvement Opportunities
- Education Program
- Hybrid work opportunity, up to two days remote per week, for qualifying jobs

Reell Precision Manufacturing provides equal employment opportunity (EEO) to all employees and applicants without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or any other status protected by applicable federal, state, and local laws.