

Shipping Assistant

Federal Foam Technologies, an industry leader in custom fabrication of flexible cellular and plastic materials, is currently looking for a Shipping Assistant at its Northwood location.

This position is responsible for coordinating/booking shipments per customer requirements. Create shipping documents; bills of lading, packing slip and commercial invoice as needed for all shipments. Insures that product pulled for shipment matches shipping requirements and inventory. Conducts inventory control assignments as required; cycle counts, identify and rectify inventory issues. Loads/unloads incoming and outgoing trucks as required. Receives/ships/moves product in manufacturing software. Must be able to organize and manage multiple products simultaneously while maintaining a high degree of accuracy.

Qualified candidates must have a high school diploma or GED with one to three years of related experience, valid driver's license, ability to work in a fast-paced environment while demonstrating flexibility, commitment to teamwork and a willingness to change assignment and work overtime when needed to meet customer needs. Inventory control experience, manufacturing software, computer and internet experience is required. Experience with domestic and international shipping is preferred. Self-motivation, excellent organizational skills, strong computer skills and good attendance is a must.

FFT is known for our business integrity, high quality standards and forward thinking while meeting or exceeding our customer's expectations. We offer a competitive comp/benefit package including a matching 401k plan. For employment application and more information about FFT, please visit our website. If you are interested in being considered for this position, please stop by to fill out an application or send a resume with cover letter along with our application to:



Federal Foam Technologies, Inc.
Attn: Human Resources
91 16th Street South
Northwood, IA 50459

HumanResources@federalfoam.com

www.federalfoam.com

We promote a drug-free environment and are committed to diversity in the workplace.

EOE M/F/D/V