



5015 28th Avenue
Rockford, IL 61109
815-962-8700
www.obsidianmf.com

Job Title: *Shipping and Receiving Clerk*

Company Overview:

Obsidian Manufacturing Industries, Inc., located in Rockford, IL, is a leader in innovative manufacturing solutions. We take pride in delivering high-quality products while fostering a supportive work environment for our employees. Join our team and be a part of a company that values integrity, teamwork, and continuous improvement.

Key Responsibilities:

- *Prepare and process shipments, ensuring accuracy in packaging and labeling.*
- *Receive incoming materials and products, inspecting for quality and quantity discrepancies.*
- *Maintain accurate inventory records and assist with inventory management.*
- *Coordinate with various departments to ensure smooth shipping and receiving operations.*
- *Perform regular maintenance of shipping and receiving equipment and report any issues.*

Required Skills and Qualifications:

- *High school diploma or equivalent; relevant experience in shipping and receiving preferred.*
- *Strong attention to detail and organizational skills.*
- *Ability to work efficiently in a fast-paced environment.*
- *Proficient in using shipping software and basic computer applications.*
- *Excellent communication skills and ability to work collaboratively within a team.*

We Offer:

- *Competitive hourly wage, this position is starting \$21/hour based on meeting minimum requirements*
- *Paid holidays*
- *Paid vacation plan*
- *Medical plan with Dental, Vision, and Life Insurance*
- *Retirement Savings Plan*

Obsidian Manufacturing Industries, Inc. is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.