



Shipping and Shipping Quality Control Manager

Description:

Hive Lighting Inc. is an American manufacturing company based in downtown Los Angeles, which produces energy efficient lighting for the entertainment and image capture industries. Hive Lighting is looking for an experienced shipping and quality control manager. Primary responsibilities will be around managing the receiving of components and shipping of finished products for Hive Lighting. Shipping/Shipping QC Manager will be responsible for the shipping, receiving, and delivering of supplies and components for the manufacturing of Hive products. Shipping Manager will also be responsible for the shipping of Hive products and quality control on shipped products.

Responsibilities:

- Creation of shipping labels, shipping paperwork and appropriate documentation for international and domestic shipping.
- Creation and management of inventory and use of inventory management software.
- Purchasing and managing of both custom and stock packaging materials.
- Manage storage and organization of both components and finished products.
- Inspect quality of finished product and received goods.
- Inspect quality of packaged goods and shipping materials.
- Manage inventory of received components and finished products.
- Manage warehouse employees engaged in the shipping and packaging of Hive Lighting products.
- Receive and unload freight both manually or with equipment such as forklifts and pallet jacks.
- Perform basic manual assembly when needed during the production of electronic devices used in lighting.

Requirements:

Applicants must have experience handling, storing, and shipping materials or supplies; operating material handling equipment; accessing information on a computer; reviewing documents for accuracy and completeness. They should possess strong attention to detail, basic computer competency and have the ability to work independently as well as in a team. High School Diploma, GED or equivalent. Bachelor's Degree and experience with international shipping a plus.

Skills:

Excel, Google Docs, UPS and FedEx shipping websites.

Contact: info@hivelighting.com

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