



## Shipping & Receiving Coordinator

Kansas City, KS

Production Team

Hours: 7:30 am – 4:00 pm

FLSA Status: Non-Exempt

### Job Description

Ensures all products are shipped in a timely manner to the correct location. Receives all incoming items and organizes them into their correct location.

### Responsibilities

- Process ready-to-ship orders and enter shipment information into shipping system
- Palletize and strap products to be ship-ready
- Receive incoming materials
- Perform quality control function for incoming materials
- Organize incoming materials into appropriate locations throughout Workshop
- Other duties as needed

### Qualifications

- High school diploma, GED, or equivalent practical experience
- Forklift experience
- Ability to lift a 75 lb. load
- Computer proficient
- Superior organization skills
- Sense of humor

### Area

The Production Team encompasses Fabrication, Machine Operation, Shipping & Receiving, Purchasing, Production Planning, and Quality Control.

### About Striem

Striem manufactures oil separators, solids interceptors, and chemical waste tanks. Our formula is simple: build quality products, ship them quickly, and provide incredible customer service. Our philosophy is to be happier this year than last. We'd like you to join us.

Please send resume to [matt.keen@striemco.com](mailto:matt.keen@striemco.com).