



**AMERICAN**  
MILLWORK

<https://www.americanmillwork.com/job/cdl-b-driver-shipping-clerk/>

## CDL-B Driver/Shipping Clerk

### Description

- Ensure our products meet or exceed our external customers' expectation, including accurate, timely processing of all paperwork, inventories, loading of trailers, delivery of product, organized staging of product and verification of proper finished goods inventory
- Know and understand our finished goods grading rules and definitions
- Receive and deliver internally items purchased through requisition and the coordination of all UPS activities. Ensure verification of quality and quantity of all material being received from all vendors.
- Receive all incoming purchase orders into the plant, verify and enter into computer. Distribute purchase orders to the correct departments.
- Verify quantities doing cycle counts.
- Allocate and de-allocate items in the system. Move all dead or obsolete stock.
- Notify Production of any issues with material.
- Monitor Preventive Maintenance of forklifts for shipping
- Maintain a clean and organized department. Ensure distribution areas are safe for employees and visitors at all times and are secured at the end of the shift.
- Deliver products to local customers

### Qualifications

- Ability to drive a forklift
- CDL-B with air brakes Drivers License
- Represent American Millwork in a professional manner when delivering products including personal presentation and communication skills
- Maintain safe driving record per annual BMV checks
- Prior experience in shipping/receiving a plus
- Basic math skills
- Ability to lift up to 50 pounds
- Strong organizational skills
- Ability to work in noisy and dusty environment. Work indoors and outdoors as required

### Hiring organization

American Millwork LLC

### Employment Type

Full-time

### Beginning of employment

Immediate

### Industry

Manufacturing

### Job Location

4840 Beck Drive, 46516, Elkhart, Indiana, USA

### Working Hours

First Shift Hours: 5 am-3:30 pm  
Monday-Thursday; Friday & Saturday are overtime

### Date posted

September 20, 2022

### Valid through

31.12.2022

APPLY NOW

- High School diploma or GED or equivalent work experience
- Must be 18 years of age or older

**Job Benefits**

We offer competitive pay, steady year-round employment in a fun family-like atmosphere. Benefits include:

- Sign on Bonus
- Competitive wages
- Steady year-round employment
- Insurance including health, vision, dental & life
- 9 paid holidays including Good Friday, the Friday after Thanksgiving, & Christmas Eve
- Paid vacation & ability to earn PTO the 1st year of employment
- Company-matched 401(k)
- On-the-job training
- Opportunities for advancement
- Referral bonus

Join our team today and start enjoying your job!