46 Industrial Blvd.
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www.dimo.com

Shipping & Receiving Specialist

DIMO Corp. is seeking a Shipping & Receiving Specialist to support our logistics and warehouse operations in New Castle, Delaware.

Position Overview

This position is responsible for receiving, inspecting, storing, packaging, documenting, and shipping goods while maintaining accurate records and ensuring shipments meet customer, company, and regulatory requirements. The ideal candidate is organized, dependable, and detail-oriented, with the ability to work independently and handle both hands-on warehouse duties and shipping documentation.

Responsibilities

- Receive, handle, and account for incoming goods, materials, and supplies.
- Verify incoming shipments against bills of lading, purchase orders, contracts, and other shipping documents.
- Unpack, segregate, identify, and properly store received goods.
- Inspect incoming goods and documentation and report nonconforming products, discrepancies, damage, or documentation issues.
- Prepare outgoing goods for shipment, including cleaning, packaging, crating, labeling, stenciling, weighing, and banding as required.
- Construct boxes and other packaging and select appropriate packaging methods and materials to protect goods during shipment.
- Prepare customer shipping documentation, including invoices, Certificates of Conformance (CoCs), packing lists, shipping labels, and related documents.
- Ensure completed shipping and receiving documentation is accurate and properly filed and retained.
- Recommend appropriate transportation methods, carriers, and routing based on shipment requirements.
- Comply with applicable legal and regulatory requirements for the shipment and export of goods.
- Operate a forklift to load, unload, move, and store goods, packaging materials, and supplies.
- Assist with cycle counts and maintain accurate inventory records.
- Requisition, dispense, and track boxes, containers, packaging materials, and other shipping supplies.
- Perform routine preventative maintenance on packaging equipment in accordance with manufacturer requirements.
- Assist with forklift inspections and related recordkeeping.
- Maintain warehouse, loading dock, storage, and work areas in a clean, safe, and orderly condition.
- Maintain electronic records, files, control records, and other logistics documentation.
- Prepare reports and records related to shipping, receiving, inventory, and warehouse activities.
- Perform other logistics and warehouse duties as assigned by the Logistics Manager.

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Qualifications

- High school diploma or equivalent.
- Previous shipping, receiving, warehouse, logistics, or inventory experience preferred.
- Experience preparing shipping documents and working with bills of lading, packing lists, purchase orders, and similar records preferred.
- Ability to operate a forklift safely, or willingness and ability to become qualified.
- Basic computer skills and experience working with electronic records and business software.
- Strong attention to detail and ability to accurately compare products and documentation.
- Ability to organize and prioritize multiple shipments and receiving activities.
- Ability to safely handle, move, package, and prepare goods for shipment.
- Good written and verbal communication skills.
- Ability to work effectively both independently and as part of a team.

About the Role

This is a hands-on position that combines warehouse work, shipping and receiving, inventory control, packaging, and documentation. The Shipping & Receiving Specialist reports to the Logistics Manager and works closely with other departments to ensure material is received, controlled, and shipped accurately and on time.