

Extraordinary people. Exciting possibilities. Your success is what's next at Scott Group Studio. In our highly competitive world there's one thing that sets a company apart – its talent. At Scott Group Studio our employees bring their expertise, enthusiasm, and creativity to work every day. We're committed to making Scott Group Studio a great place to work. A place you can be proud to be a part of, where your talents are embraced and your efforts are encouraged and supported. If you are a person that "puts people first", "see it and solves it", "does the right thing" and "pursues excellence", discover how you can be a part of what's next.

The Shipping Assistant requires an energetic, service oriented individual responsible for receiving all incoming materials and parcels and delivering to the appropriate location within the facility, packaging finished goods, operating various types of industrial trucks, and providing support to the Shipping Coordinator. This role requires a strong work ethic, good time management skills, and communication skills in accordance with the core values of Scott Group Studio.

DUTIES

1. Receiving all incoming raw materials and parcels and moving or delivering them to the appropriate location within our facility
2. Crating and prepping rugs and carpet rolls for shipment
3. Handling daily inbound and outbound parcel shipments
4. Providing support to the Shipping Coordinator

ABILITIES

1. High school diploma
2. Solid interpersonal and communication skills
3. Certified or willing to be trained to obtain certification to operate a forklift
4. Easily move and lift up to 50 lbs and able to push and pull materials 250 – 300 lbs with assistance
5. Must not be allergic to wool

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.