



## Shipping & Receiving Technician

At Five Star, we don't just ship products—we deliver quality and pride. As our Shipping & Receiving Technician, you'll be the final checkpoint before our work reaches the customer, playing a key role in ensuring accuracy, professionalism, and satisfaction. This is more than a job—it's your chance to build a long-term career with a company that values your impact.

### Responsibilities:

- Pick, inspect, scan, and accurately package customer orders for shipment using appropriate materials and methods
- Prepare shipping documentation (packing slips, bills of lading, shipping labels) and maintain accurate shipment records in the ERP system
- Coordinate and schedule pickups with carriers (UPS, FedEx, LTL, etc.) to ensure timely customer deliveries
- Load and unload trucks safely using a forklift or pallet jack; verify counts and inspect for damage
- Receive finished goods from production, stock shelves, and maintain organization of warehouse inventory
- Conduct routine cycle counts and participate in physical inventories to ensure inventory accuracy

### Qualifications:

- 2+ years of shipping/receiving or warehouse experience in a manufacturing environment
- Proficient in operating material handling equipment (sit-down forklift, cherry picker, pallet jack); forklift certification a plus
- Comfortable using an ERP or inventory management system (training provided on our system)
- Strong organizational skills and attention to detail—accuracy is a must
- Physically capable of lifting up to 50 lbs., standing for long periods, and moving throughout the facility
- CDL license is a **major plus**, especially for candidates interested in cross-training or advancement

Five Star features a clean & safe state-of-the art facility. You offer us your determination and work-ethic; we offer you very competitive pay and top-notch benefits including:

- Complete insurance coverage – Medical, Dental & Vision for employees and dependents.
- Health Savings Account.
- Company provided Life insurance.
- Supplemental Life Insurance for employees and dependents.
- Short- and Long-Term disability insurance.
- 401(k) with generous company match
- Paid holidays and vacation.
- Fitness center discounts.
- Cell phone discounts.
- Tuition reimbursement.
- Employee referral bonus program.

May apply in person at 8899 368<sup>th</sup> Ave. Twin Lakes, WI 53181