



## Shipping & Receiving Clerk

### Job Summary

Village Motor Sports of Grand Rapids, a leader in the Powersports Industry, is looking to fill a Shipping and Receiving position. Village Motorsports offers a unique opportunity to get into, and advance in an exciting industry. The candidate will be responsible for helping maintain shipment integrity through effective and proper procedures for all products entering and exiting the facility. This includes but is not limited to:

- Verifying shipment contents.
- Confirming product integrity, checking for overages, shortages or damage.
- Candidates must be highly motivated, a self-starter who can work independently or with a team.
- Heavy lifting required up to 50 lbs.
- The candidate must be excellent with numbers and have outstanding computer skills.
- Being detailed orientated, and not prone to making clerical mistakes
- The ability to move with purpose
- Hi-Lo experience is a plus.
- Route incoming shipments to proper department.
- Prepare shipping documents and mailing labels.
- Properly pack and ship customer orders.
- UPS, Fed Ex, USPS, and Freight experience preferred.
- Accurately Locate, Tag, Stock and Pull Inventory.

*Village MotorSports is an Equal Opportunity Employer and provides equal employment and advancement opportunities to all employees and applicants. Village MotorSports prohibits discrimination in employment opportunities or employment practices on the basis of race, color, religion, sex/gender (including pregnancy), national origin, age, disability, protected veteran status, protected genetic information, or any other characteristic protected by applicable local, state, or federal law.*

### HOW TO APPLY:

If you are interested in applying for this opportunity with Metal Components, please submit your resume to Dalton Parmenter

[dparmenter@villagemotorsports.net](mailto:dparmenter@villagemotorsports.net)