



Job Title: **Shipping/Receiving Coordinator**

Post Date: 3/10/2016

Location: Lakewood, NJ

Employment Type: Full-time

Duties include receiving and stocking parts orders preparing parts orders for shipment and arranging for truck pickup if needed. Familiarity with UPS World Ship, creating Bills of Lading and general computer knowledge required. Must be detail oriented, have strong organizational skills and able to operate a forklift.

Send resume and salary requirement to our Human Resources Department at [HR@polymacusa.com](mailto:HR@polymacusa.com)