



Job Title: Shipping/Receiving Associate

Location: Wilmington, Massachusetts — On-Site

Employment Type: Full-time

Compensation: \$65,000 – \$70,000, depending on experience

Position Overview

DTG is seeking a motivated, detail-oriented **Shipping/Receiving Associate** to support warehouse operations. This role handles receiving, inspection, inventory transactions, and domestic and international shipments while ensuring materials move safely, accurately, and efficiently through the facility.

Strong computer literacy is essential, including the ability to quickly learn and use inventory, shipping, scanning, and related database systems. The ideal candidate also brings hands-on shipping and receiving experience, accuracy, safety awareness, and a quality-focused mindset.

Key Responsibilities

- **Receiving & Inspection**
 - Receive incoming materials against purchase orders; unpack, inspect, barcode, document damage, and complete accurate inventory transactions in the company database.
- **Shipping & Logistics**
 - Coordinate domestic and international shipments using UPS/FedEx systems; prepare commercial invoices, work with freight forwarders, and box, label, scan, and ship finished parts and carts.
- **Inventory & Database Management**
 - Use ERP, inventory, warehouse, or shipping database systems to release inventory, close work orders, record material movements, audit on-hand inventory, and maintain an organized workspace.
- **Equipment Operation & Safety**
 - Operate powered industrial trucks (forklifts) to move materials; obtain and maintain required certification through employer-provided training
 - Follow established safety procedures and utilize required PPE (back brace, safety shoes, etc.) when lifting, carrying, pushing, or pulling materials
 - Support proper handling and documentation of Lithium-Ion battery Hazmat shipments in accordance with DOT requirements, once certified
- **Team Collaboration & Flexibility**
 - Exercise sound independent judgment to set correct priorities in the absence of direct supervision

- Communicate clearly and professionally
 - Cross-train across functions, adapt to shifting priorities, and maintain composure under pressure
 - Adjust schedule to support the production schedule, including occasional overtime, weekend, or holiday work as business needs require
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Qualifications

- **Education & Experience**
 - High school diploma or equivalent required; associate degree preferred.
 - 3+ years of experience in domestic/international shipping using UPS/FedEx software, creating commercial invoices, and coordinating with freight forwarders.
 - **3+ years of experience in a fast-paced manufacturing, job shop, or production environment using an ERP, inventory, warehouse, or shipping database to release inventory, close work orders, and record material movements.**
 - Experience receiving against PO records and completing inventory transactions within a database system.
 - Experience in an ISO- and/or 5S-organized workspace preferred
 - Knowledge of Lithium-Ion battery Hazmat shipping preferred; willingness to obtain DOT Hazmat certification required
 - **Skills & Competencies**
 - **Strong computer literacy and ability to quickly learn and use new software applications, including Google, Gmail, MS Word, scanning, emailing, and inventory/shipping systems.**
 - Basic math skills, attention to detail, strong written and verbal communication, adaptability, self-direction, and the ability to prioritize multiple tasks with limited supervision.
 - **Other Requirements**
 - Valid forklift certification, or ability to obtain and maintain certification
 - Flexibility to work in accordance with the production schedule; this role infrequently requires evening, weekend, holiday, or overtime work, and such hours are compensated in accordance with applicable overtime law when they occur
 - Must be authorized to work in the United States
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Physical Demands & Work Environment

- Ability to lift, carry, push, or pull up to 50 lbs. while wearing required personal protective equipment (back brace, safety shoes, etc.)
 - Ability to stand, walk, bend, kneel, and move throughout a warehouse/production environment for extended periods
 - Ability to safely operate a forklift and other material-handling equipment, following established safety procedures
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To Apply

- Email your resume to **kdebus@dtgpower.com** with the subject: **Shipping/Receiving Associate Applicant**

FOR INFORMATIONAL PURPOSES ONLY, NOT A CONTRACT. ANY & ALL EMPLOYMENT WITH DTG IS "AT WILL"