



CAREER POSTING

SHIPPING ASSISTANT

09/20/2010

DESCRIPTION:

Watson Furniture Group is seeking a dynamic individual for our **SHIPPING ASSISTANT** position. Responsibilities include the following, but other duties may be assigned:

- Processes Change Orders
- Preps working copy of delivery tickets
- Fills out bills for shipments and calls in the carriers
- Processes FedEx air and ground shipments
- Closes orders
- Checks off orders

REQUIREMENTS:

This is a position in a manufacturing environment. Must be comfortable in a manufacturing setting. Must be proficient in Microsoft Office; must be able to multi-task; must be organized and meticulous about work; must have desire to do things right the first time.

SALARY:

We offer competitive salary and excellent benefit package. Salary is dependent on experience. We are an Equal Opportunity Employer. Women and Minorities are encouraged to apply.

TO APPLY:

Please send a resume and cover letter to:

Human Resources
hr@watsonfurniture.com
OR
FAX: 360-394-1320

Please visit our website at www.watsonfurniture.com for more information about our company.