

August 22, 2022



4037 Roger B. Chaffee Blvd. SE
Grand Rapids, MI 49548-3482

Phone: 616-531-6860
Toll Free: 800-748-0568

Shipping and Receiving

We currently have a 1st shift position available in our warehouse for Shipping and Receiving.

Essential Responsibilities:

- Unload incoming shipments, prepare and load outgoing shipments.
- Review both incoming and outgoing schedules to maintain a productive operation.
- Keep an inventory of all merchandise entering and exiting our facility.
- Document/Identify any damages or missing material.
- Maintain excellent customer service to external customers.
- Provide safe and efficient operation of equipment.
- Perform other duties as assigned.

Requirements:

- High School Diploma/GED equivalent.
- Organizational skills.
- Knowledge and ability to operate a forklift.
- Ability to lift and maneuver packages of any weight above 50 lbs. using the appropriate equipment provided.
- Previous warehouse experience is a plus but not required.

Potter Distributing offers a competitive salary and generous benefits package.

Please submit your resume with salary requirements to:

careers@potterdistributing.com.