

Assistant Shipping and Receiving Manager

Job Location: 3 Venus Way Attleboro, MA
02703

Job Category: Shipping & Receiving

Position Type: Full-Time

Salary: \$50,000 - \$75,000 per year

Job Shift: 1st (6:00 a.m. – 2:30 p.m.)

Education Level: High School Diploma or
Equivalent

JOB SUMMARY

Abbott-Action Inc., a comprehensive manufacturer of corrugated containers, packaging, and display solutions is seeking a full-time Assistant Shipping and Receiving Manager. The Assistant Shipping and Receiving Manager supports all logistics, warehouse, and material-handling functions in the corrugated packaging plant. This position assists the Shipping and Receiving Manager in coordinating inbound and outbound shipments, supervising daily dock operations, and maintaining efficient material flow between production, converting, and warehouse areas.

This role also acts as a backup to the Shipping and Receiving Manager when needed, ensuring that shipping accuracy, safety, and production support continue without disruption. The Assistant Manager plays a key part in team training, documentation accuracy, and driving continuous improvement in warehouse operations.

KEY RESPONSIBILITIES

Shipping Operations

- Assist with daily scheduling and coordination of outbound loads based on production output and customer delivery schedules.
- Verify finished product orders for accuracy, proper labeling, and load quality before shipping.
- Ensure that all required shipping documentation (BOLs, packing lists, load tags, and freight paperwork) is complete and accurate.
- Help maintain communication with carriers and dispatchers to ensure timely pickups and deliveries.
- Support monitoring of freight costs and help identify efficiency opportunities.

Receiving Operations

- Oversee receipt of incoming raw materials including paper rolls, inks, starch, and packaging supplies.

- Verify accuracy and condition of incoming materials; report discrepancies or damages immediately.
- Ensure materials are staged, labeled, and stored in designated areas for easy access by production.
- Maintain proper documentation and inventory records for all received goods.

Warehouse & Inventory Management

- Support warehouse layout optimization for efficient traffic flow and space utilization.
- Monitor inventory movement and storage practices to prevent damage and maintain FIFO (First In, First Out).
- Assist with conducting and reconciling weekly or monthly cycle counts.
- Promote and maintain clean, organized, and safe working conditions across the warehouse and dock areas.

Leadership & Team Management

- Provide daily direction and support to shipping, receiving, and warehouse personnel.
- Train employees on safety procedures, quality standards, and loading best practices.
- Assist with scheduling, timekeeping, and performance tracking of warehouse staff.
- Step in as acting Shipping and Receiving Manager during absences or off-shifts.
- Support cross-departmental communication between production, scheduling, and maintenance teams.

Safety & Compliance

- Enforce all OSHA and company safety policies.
- Participate in safety meetings, audits, and equipment inspections.
- Ensure all team members operate forklifts and material-handling equipment safely and with current certification.
- Promote a culture of zero injuries and continuous improvement.

QUALIFICATIONS

Education & Experience:

- High school diploma or equivalent degree.
- 2–4 years of experience in shipping, receiving, or warehouse operations (corrugated packaging or manufacturing strongly preferred).
- Supervisory or team lead experience a plus.
- Experience with ERP systems.

Skills & Competencies:

- Strong communication, organization, and leadership skills.
- Understanding of freight scheduling, warehouse documentation, and inventory management.
- Forklift experience and knowledge of load-building standards.
- Ability to multitask, prioritize, and adapt to changing production demands.
- Commitment to quality, accuracy, and safety in all operations.

Physical Requirements

- Ability to lift up to 50 lbs. occasionally.
- Frequent walking, standing, and material handling in a warehouse and production setting.
- Exposure to noise, dust, and temperature variations typical of corrugated manufacturing.

BENEFITS

- 401(k) with match
- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off (10 paid holidays, vacation, and sick time)

SCHEDULE

- 8 hour shift
- Monday to Friday

ABILITY TO COMMUTE

- Attleboro, MA 02703 (Required)

WORK LOCATION

- In person