

Shipping and Receiving Manager – Corrugated Packaging

Job Location: 3 Venus Way Attleboro, MA
02703

Job Category: Shipping & Receiving

Position Type: Full-Time

Salary: \$60,000 - \$80,000 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 Shipping and Receiving Manager. The Shipping and Receiving Manager is responsible for overseeing all warehouse logistics, including the shipment of finished corrugated products and the receipt of raw materials such as paper rolls, adhesives, and packaging supplies. This position ensures all orders are shipped accurately, on time, and in excellent condition, while maintaining efficient material flow between production, converting, and shipping areas.

The ideal candidate is a hands-on leader with strong organizational skills and deep understanding of corrugated packaging operations, including scheduling coordination, product handling, and load quality standards.

KEY RESPONSIBILITIES

Shipping Operations

- Oversee daily shipment of corrugated sheets and finished boxes to customers.
- Schedule and prioritize outbound loads in coordination with production and scheduling departments.
- Verify accuracy of load tags, order tickets, and BOLs before shipment.
- Ensure loads are built, strapped, wrapped, and staged according to customer and plant quality standards.
- Work closely with carriers and logistics providers to ensure on-time deliveries and minimize freight costs.
- Track and document shipments; promptly address delivery issues or freight claims.

Receiving Operations

- Manage receipt and inspection of incoming raw materials.
- Verify that all received materials meet specification and quality standards.

- Coordinate with production and maintenance to ensure materials are properly staged and available when needed.
- Maintain accurate receiving records and promptly communicate discrepancies.

Warehouse & Inventory Management

- Oversee warehouse organization, storage, and inventory control of finished goods and materials.
- Monitor stock levels and coordinate with scheduling to maintain proper inventory flow.
- Conduct regular cycle counts to ensure inventory accuracy.
- Optimize warehouse layout for efficient product movement and minimal damage.
- Maintain cleanliness and safety standards in all storage and dock areas.

Leadership & Team Management

- Supervise shipping and receiving forklift operators and driver crews.
- Train and mentor employees on load quality, safety procedures, and accuracy standards.
- Enforce adherence to plant policies, quality expectations, and production schedules.
- Foster teamwork and accountability to achieve daily shipping goals.

Safety & Compliance

- Ensure compliance with all OSHA, DOT, and company safety requirements.
- Conduct safety audits and enforce proper use of PPE and material-handling equipment.
- Maintain up-to-date training records for all forklift and warehouse personnel.
- Promote a culture of continuous improvement and zero-injury mindset.

QUALIFICATIONS

Education & Experience:

- High school diploma or equivalent degree.
- 5+ years of experience in shipping, receiving, or warehouse management in a manufacturing or corrugated packaging environment.
- Strong knowledge of corrugated converting and shipping processes.
- Experience with ERP systems.

Skills & Competencies:

- Strong leadership and team development skills.
- Excellent communication and coordination abilities across departments.

- High attention to detail in documentation, labeling, and load accuracy.
- Solid understanding of freight logistics and scheduling.
- Proficiency in Microsoft Office and warehouse management systems.

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