



Warehouse- Shipping Associate

Dark Storm Industries is a firearm manufacturer specializing in the development and production of modern sporting rifles the consumer market. Dark Storm Industries produces approximately 5000 firearms per year with CNC manufacturing and assembly in Oakdale, NY.

The Warehouse - Shipping Associate is a key staff member responsible for wholesale shipping processes that support the sales and production departments within Dark Storm Industries. This role will work in concert with the production team and other departments to achieve goals defined and established by upper management.

Shift:

- Monday – Friday 800 AM to 430 PM
- Full Time – 40 Hours per week plus overtime as needed and approved
- Location – this job is currently located in Oakdale NY but will relocated to Florida in the next 12-24 months

Pay / Benefits

- \$18.00 to \$25.00 per hour based on experience level
- Full Time employees receive paid time off and medical benefits (employee contribution required) in accordance with company policies

Duties:

- Prepare, pack and ship orders in a timely basis
- Verify order contents against sales orders or invoices to ensure accuracy of shipment
- Update order status in business management software
- Select appropriate boxes and packaging material to minimize shipping cost and damage during shipment
- Verify credit limits, create invoices and process payments for outbound shipments which are not pre-paid
- Create purchase orders for outbound shipments of material for services including anodizing and heat treat
- Create shipping documents and labels in Shipworks or Shipstation software
- Calculate weights and dimensions for outgoing LTL shipments
- Establish and maintain minimum levels of packaging materials (boxes, bags, etc.) as well as included items (locks, manuals, etc.
- Process transfers of firearms in software, print necessary documentation
- Receive incoming shipments for manufacturing and transfer to CNC or Production
- Load and unload shipments by hand and with forklift
- Assist in assembling retail packaging including product, clamshells and insert cards
- Maintain a safe and clean work environment by keeping shelves, packing area, and workstations neat
- Ensure that incoming and outgoing inventory and shipments are secure and well organized
- Comply with procedures, rules, and regulations
- Perform other related duties as assigned

Required Skills, Knowledge and Abilities:

- The ability to stand and walk for extended periods of time and lift up-to 70lbs frequently
- Ability to multi-task and always maintain a positive and professional attitude in a fast-paced dynamic work environment
- Ability to climb ladders
- Minimum of High School Diploma
- Detail oriented with a high degree or attention to accuracy
- Reliability and punctuality
- Excel at planning workflow, managing time and prioritizing often competing tasks
- Candidate must be 18 years or older
- Candidate must be able to pass criminal background check and must have never been convicted of a felony or serious misdemeanor.
- Candidate must be able to pass drug screening
- 2+ years minimum experience working in Shipping/Receiving/Inventory Management
- Experience operating a hand truck, cart, dolly, forklift, and other material handling equipment to transport items
- Knowledge of Microsoft Office applications (word and excel)
- Knowledge of shipping software including (Shipworks, Shipstation, UPS Online)

Email resume to: jobs@dark-storm.com

Dark Storm Industries is an equal opportunity employer.