

mWave Industries Shipping and Receiving Specialist Job Description:

mWave Industries, LLC is hiring for a Crating, Shipping, & Receiving Specialist. This is an on-site position based in Windham, Maine. mWAVE is a leading global provider of innovative custom and commercial antenna solutions with special focus on Millimeter Wave Antennas. Our antenna brands include the industry leading Mark Grid, Gabriel, and mWAVE lines of terrestrial antenna which are recognized worldwide for their robust designs and reliability. Established in 2004, we design and manufacture standard and custom antenna products for commercial and government applications spanning the scientific, defense, and academic communities.

mWAVE is part of Alaris Holdings Ltd, a publicly-traded technology company with engineering and manufacturing locations in the US, UK, Finland and South Africa.

The Crating, Shipping, & Receiving Specialist is responsible for working independently to build custom wooden crates, pack and ship outbound mWAVE antennas, while also handling all inbound material shipments. We seek a Crating, Shipping, & Receiving Specialist who will be a flexible and dynamic player on our team.

Primary Responsibilities Include:

- Build custom, wooden crates to be utilized for shipment of mWAVE antennas
- Pack and label crates and cartons to mWAVE and customer specifications
- Maintain a high level of quality to ensure that mWAVE products are not damaged in the crate during transit
- Monitor needed inventory for crating and packaging and notify the Manufacturing Manager if orders need to be placed
- Load all outbound shipments onto the proper trucks and ensure they get safely secured
- Greet all incoming delivery drivers, receive freight, and accurately fill out receiving paperwork
- Accurately track and record time on each production order
- Assist other Production team members with assembly, painting, inventory counts, etc. as needed
- Manage ad-hoc queries from other departments (i.e. Sales, Engineering, etc.)

Job Qualifications:

- High School Diploma
- An aptitude for simple construction/ woodworking experience
 - An aptitude for reading basic sketches and drawings showing crate and packaging details.
- Forklift experience preferred. Will train successful candidate
- Competence with basic measurement and power tools (tape measure, ruler, saws, drills, nail guns, etc.)
- Outstanding attention to detail
- Excellent verbal communication and interpersonal skills
- Willingness to work overtime occasionally

Benefits:

- 4 day work week (Monday-Thursday) from 6:00AM-4:30PM
- 13 days of PTO and 9 paid company holidays per year
- Health, dental, vision, life insurance and retirement plans offered
- Company bonus plan
- Small company environment where everyone knows each other