

Job Title: Shipping & Receiving Specialist

OVERVIEW:

Island Creek Oysters is a multi-platform farm to table business. At its core, Island Creek is a small group of talented, and highly motivated individuals who come to work every day excited to shape the destiny of a growing business, and have a great love and respect for oysters! As the company grows and develops every day, each employee plays an important role in that growth and in the overall success of the company. In just a short time, Island Creek has grown a thriving direct-to-chef business, a web based e-commerce platform, a catering division, a producing hatchery, a multi-technique oyster farm, a shop in Portland highlighting our Maine growers, and a local raw bar to help bring it all back home.

The Shipping & Receiving Specialist reports directly to the Operations Manager.

This boots-on-the-ground position is a Monday thru Friday warehouse role; The ability to execute tasks with little oversight, attention to detail, and a good attitude are all important components of success as an ICO warehouse employee.

The Role: (Monday – Friday)

- Receiving product in a timely manner and ensuring the cold chain of the product is kept to island creeks standards.
- Order Packing and product picking
- Cooler Organization, product disposal.
- Organization of dry goods, shipping materials, and equipment.
- Execution of accurate order fulfillment
- Ensuring the product cooler, warehouse floor, and yard are maintained.
- Communication with warehouse leads on task for the day.

REQUIREMENTS:

Driver's license and clean driving record
Forklift License
Strong time management skills
Strong Customer Service skill
Ability to lift 50lbs repeatedly throughout the work day
Strong attention to detail
Ability to adapt to change
Ability to think on one's feet, Good interpersonal skills
Upbeat attitude,
A willingness to do whatever it takes to complete the job at hand