

Deburr / Shipping & Receiving – Manufacturing

Job Summary

The Deburr / Shipping & Receiving employee is responsible for finishing manufactured parts and supporting daily shipping, receiving, and material-handling activities. This position ensures parts are properly deburred, inspected, packaged, labeled, received, and prepared for shipment while maintaining quality, accuracy, safety, and production standards.

Climate controlled facility

Time Utilization: Normal business hours are 7am to 3:30pm (30 min lunch break) Monday – Friday first shift / 3pm to 1:30am (30 min lunch) Monday – Thursday second shift. Some Saturdays may be required (workload dependent).

Essential Duties and Responsibilities

Deburring / Production

- Deburr, grind, sand, file, polish, and clean manufactured parts as required.
- Remove sharp edges, burrs, excess material, and surface imperfections from finished components.
- Operate hand and power tools such as files, grinders, sanders, rotary tools, and polishing equipment.
- Read and follow work instructions, drawings, blueprints, and job specifications.
- Visually inspect parts for defects, damage, and workmanship.
- Use basic measuring and inspection tools as required to verify parts meet specifications.
- Properly identify and report defective or nonconforming parts.
- Handle finished parts carefully to prevent scratches, dents, or other damage.
- Maintain quality while meeting established production requirements.

Shipping & Receiving

- Receive incoming materials, parts, supplies, and customer shipments.

- Verify incoming shipments against packing slips, purchase orders, and other documentation.
- Inspect received materials for correct quantities, visible damage, and discrepancies.
- Properly identify, label, organize, and store incoming materials and parts.
- Pick, pack, and prepare customer orders for shipment.
- Verify part numbers, quantities, and shipping information before orders are shipped.
- Package finished parts appropriately to prevent damage during transportation.
- Prepare shipping labels, packing slips, and other required shipping documentation.
- Coordinate outgoing shipments with carriers such as UPS, FedEx, and freight providers as required.
- Load and unload deliveries safely.
- Move materials and finished products to appropriate production, inventory, or shipping locations.
- Maintain accurate shipping, receiving, and inventory records.
- Communicate shortages, damaged materials, incorrect shipments, and other discrepancies to the appropriate personnel.

General Responsibilities

- Maintain a clean, organized, and safe work area.
- Follow all company safety procedures and wear required personal protective equipment (PPE).
- Assist with inventory counts and material organization as needed.
- Complete production, shipping, and receiving paperwork accurately.
- Work with production, quality, purchasing, and other departments as needed.
- Perform other manufacturing, warehouse, and material-handling duties as assigned.

Qualifications

- Previous manufacturing, deburring, warehouse, shipping, or receiving experience preferred.
- Ability to safely operate hand and power tools.
- Shipping and receiving experience preferred.
- Ability to read and understand work instructions, packing slips, purchase orders, and basic drawings.
- Basic computer, math, and measurement skills.
- Strong attention to detail and organizational skills.
- Ability to accurately identify part numbers and quantities.
- Ability to work independently and as part of a team.
- Forklift or material-handling experience preferred, if applicable.

Physical Requirements

- Ability to stand and walk for extended periods.
- Ability to frequently use hands and fingers to handle parts, packages, and tools.
- Ability to perform repetitive hand and arm movements.
- Ability to bend, reach, push, pull, and move materials throughout the workday.
- Ability to lift and move materials within company-established weight limits.
- Ability to wear required PPE, including safety glasses, gloves, and hearing protection where applicable.

Key Skills

Attention to detail • Deburring and finishing • Shipping and receiving • Packaging • Inventory control • Material handling • Quality inspection • Hand and power tool operation • Documentation accuracy • Safety awareness • Organization • Teamwork