

R. L. Deppmann Company

Job Title: Warehouse Shipping & Receiving Associate

Reports To: Warehouse Supervisor

Location: Novi, MI

Work Status: Full Time, 5 Days Onsite

About Deppmann:

Our company focuses on helping people make better decisions. We are a company that is responsive to our customers and understands how our products work and interact in hydronic and plumbing systems. Our company culture is shaped by our Core Values: Knowledge, Responsiveness & Empowerment. We use these values to provide the best customer experience possible. Join the Deppmann team and experience the difference.

Scope: Maintain a well-organized, safe warehouse. Ensure product is received and sent out in a timely & accurate manner. This position interacts with customers and internal employees.

Who We Are Looking For:

We are looking for an individual that is motivated to learn all aspects of our warehouse, shipping & receiving. The right candidate will provide great responsive service to our customers and develop relationships with them. This individual's primary responsibility will be working with shipping & receiving and assisting walk-in customers.

Responsibilities Include:

- Shipping
 - Pull and package orders
 - Complete shipping paperwork and labeling
 - Trace late or lost shipments
 - Complete warranty paperwork and shipments
 - Advise of inventory issues
 - Do the physical inventory cycle counting
 - Handle warehouse phone calls
- Receiving:
 - Check in all shipments against packing slips
 - Drive forklift
 - Stock shelves & rotate stock
 - File claims for lost or damaged shipments
- Assist customers at counter
- Maintain a clean and organized workspace
- Occasional travel to Grand Rapids to assist in their warehouse as needed
- Assist with any other duties as assigned

Requirements:

Basic Experience in Microsoft Office, Ability to understand business systems, Ability to lift 75-pound boxes, Follow OSHA Regulations. Strong desire to learn and succeed, Great people skills, Maintain a positive constructive attitude.

If you have these skills and the desire to join our successful team, please send your resume to the R.L. Deppmann Human Resource Department at careers@deppmann.com

June 2025