**Shipping Department Clerical Support (Senior Associate)**

**MBI, Inc. – Torrington, CT**

**Minimum Starting Salary: $16.50 an hour**

**Sign-on Bonus: $1,000**

**New hires who are fully vaccinated will earn a $50 bonus per week for the rest of 2021.**

Job Type: Full-time, 7am to 3:30pm, Monday thru Friday

Location: 78 Technology Park Drive, Torrington, CT

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MBI, Inc.’s Torrington facility is seeking an energetic, versatile, and reliable individual to perform a variety of tasks in the Shipping department.

Responsibilities will include preparing shipping invoices that reflect package contents, pricing, and destination; documenting inventory; and adherence to covid protocols. The position requires working in a standing position, as well as desk work.

The ideal candidate must be willing to work in high volume/fast-paced environment and capable of doing repetitive tasks with his or her hands/wrists. We are looking for candidates who are detail-oriented, can follow instructions precisely, and can move quickly from task to task.

**Qualifications**:

· Proficiency in Excel (using worksheets and entering data), Word, and Email

· Comfortable with and some experience with computer systems (order management type applications)

· Relevant experience with warehouse management and shipping systems is preferred, but not required.

To be considered for this position, please submit a resume to [hr@mbi-inc.com](mailto:hr@mbi-inc.com).

NO PHONE CALLS, PLEASE.

**Benefits of Joining the MBI Team:**

**Compensation** - Competitive starting salaries, steady salary growth, and year-end bonuses.

**Paid Time Off** – 18 paid vacation days to start, paid sick time, paid maternity and paternity leave, 12 ½ paid holidays.

**Insurance**- An extremely rich benefits package that begins on Day 1 – medical, dental, vision, life and disability.

**Retirement** – All full-time associates are automatically enrolled in our generous profit sharing plan. 401(k) options are also available, as well as periodic retirement counseling.

**Variety** – Our Fulfillment Center associates rotate through various functions providing exposure to different departments and a more varied experience.

**Growth** – We strive to promote from within, creating opportunities for associates to develop new skills and reap the rewards of greater responsibility.

**Stability** – We have been in business for over 50 years and have never had a layoff at any of our Fulfillment or Customer Service facilities.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**We strive to develop and foster an inclusive workplace that promotes and values diversity. We believe that different ideas, perspectives, and backgrounds create a stronger and more creative work environment that delivers better results. Accordingly, MBI provides equal opportunities for employment. We do not tolerate discrimination based on characteristics such as race, color, religious creed, age, sex, gender identity or expression, sexual orientation, marital status, national origin, ancestry, status as a veteran, present or past history of mental disability, intellectual disability, learning disability, or physical disability, including, but not limited to, blindness.**