

What

Job title, keywords, or company

Where

Orlando, FL

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# Shipping and Receiving Specialist

Improved Racing Products  • 3.5 ★

Orlando, FL 32822

\$15 - \$19 an hour - Full-time

[Improved Racing Products](#) 

★★★★☆ 2 reviews

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## Profile insights

Here's how the job qualifications align with your [profile](#).

 Skills

Typing (Required) ▾

Computer skills (Required) ▾

Shipping & receiving ▾


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Do you have experience in **Typing**?

Yes

No

Skip

 Education


High school diploma or GED ▾

Do you have a **High school diploma or GED**?

Yes

No

Skip

 Languages

English ▾

Do you know **English**?

Yes

No

Skip

## Job details

Here's how the job details align with your [profile](#).



### Pay

\$15 - \$19 an hour ▾



### Job type

✓ Full-time ▾



### Shift and schedule

8 hour shift ▾

Monday to Friday ▾

## Location



### Estimated commute

[Add your address](#) to estimate commute

### Job address

Orlando, FL 32822

## Benefits

Pulled from the full job description

- Employee discount
- Vision insurance
- Dental insurance
- Retirement plan
- Food provided
- Health insurance
- Paid time off

## Full job description

Improved Racing is seeking a Shipping and Receiving Specialist to join our team.

Improved Racing is a rapidly growing company that develops and manufacturers automotive oiling system products. To learn more about us, visit [www.improvedracing.com](http://www.improvedracing.com).

We prefer candidates have a passion for cars and motorsports in order to understand our products and fit in with the company culture.

**Responsibilities:**

- Pick, pack, and ship orders in a fast-paced work environment with minimal errors.
- Check orders for issues and verify order contents for accuracy before shipping.
- Complete forms and documentation required for shipping large orders to dealers and distributors.
- Assist with placing, receiving, and verifying stock orders.
- Receiving products: Count and label products, inspect products for quality control, and receive into inventory.
- Inspect and process returns and issue refunds to customers.
- Occasionally contact customers, suppliers, and shipping carriers to resolve issues with orders.
- Communicate with our sales team to resolve issues and ensure all orders are processed and shipped correctly.
- Team members working in this position are cross trained in product assembly. This involves perform light assembly of company's products, assembling hardware kits, boxes, and packaging products for sale, and other related tasks.
- Occasionally assist with answering phone calls and performing other administrative and warehouse tasks.

**Requirements:**

- Shipping and receiving or similar experience preferred, but no experience is necessary.
- Very high attention to detail; perfectionists welcome!
- Excellent organizational skills.
- Good written and verbal skills.
- Proficient with using computers and typing.
- Knowledge of and understanding of automotive parts is a plus.

**Benefits:**

- Competitive pay depending on qualifications and experience.
- Work in a comfortable, fully air-conditioned, clean warehouse.
- Quarterly bonuses paid based on personal performance and company performance (eligible for bonuses only after 1 year of employment).
- Health insurance, dental, and vision.
- IRA retirement plan with company match.
- 3 weeks paid time off per year, with additional time off earned with each year of service.
- Free beverages at work, free lunch about once a month.
- Employee discounts of up to 50% on car parts.

**To Apply**

Please email us with the following:

1. A cover letter explaining why you would be a good fit for this position. Tell us about your experience in similar positions or about your automotive experience and passion for cars.
2. Your resume.

**Applications that do not include both a cover letter and resume will not be considered.**

Job Type: Full-time

Pay: \$15.00 - \$19.00 per hour

Expected hours: 40 per week

Benefits:

- Dental insurance
- Employee discount
- Health insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

Language:

- English (Preferred)

Ability to Commute:

- Orlando, FL 32822 (Required)

Ability to Relocate:

- Orlando, FL 32822: Relocate before starting work (Required)

Work Location: In person

If you require alternative methods of application or screening, you must approach the employer directly to request this as Indeed is not responsible for the employer's application process.

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