

Shipping & Receiving Lead

Full-Time | Kanati Studio, Myerstown Pa

Position Overview

The Shipping & Receiving Lead is responsible for the accurate intake, organization, and movement of materials and finished projects within Kanati Studio. This role ensures all inbound and outbound shipments are handled with precision and care while maintaining a highly organized, efficient shop environment.

Beyond shipping and receiving, this position plays a key role in maintaining overall organization of the warehouse, shop floor, and shared workspaces. Attention to detail, accountability, and pride in maintaining order are essential.

Core Responsibilities

- Meticulously receive and inspect inbound shipments, including materials, hides, horns, and related items
- Verify shipment accuracy, log and check in received items
- Prepare outbound shipments, including boxing and crating
- Maintain organized warehouse storage systems for materials and client trophies
- Oversee the overall organization and cleanliness of shop areas and general-use spaces
- Ensure materials, tools, and equipment are stored properly and accessible
- Monitor workflow areas to prevent clutter and inefficiencies
- Assist customers with loading and unloading trophies
- Occasionally assist with customer deliveries and on-site installations

Skills & Qualifications

- Strong attention to detail and commitment to accuracy
- Highly organized with a systems-oriented mindset
- Takes ownership of workspace order and operational efficiency
- Physically capable of lifting up to 70 lbs and regular material handling, lifting, moving, and organizing
- Professional and respectful when interacting with clients
- Ability to identify inefficiencies and implement improvements

Hours & Compensation

- Full-time position
- Monday through Friday
- 8:00 AM – 5:00 PM
- Compensation based on experience and skill level

Benefits

- Paid Time Off (PTO)
- Paid Company Holidays
- Health Insurance Reimbursement
- IRA with Employer Matching
- Flexible Scheduling
- Opportunities for Advancement
- Team-Oriented, Professional Work Environment