

Job Title: Shipping and Receiving Clerk

Location: Troy, MI

Reports To: Shipping and Receiving Coordinator

About Portable Church Industries

At PCI, we help churches launch and grow by providing innovative portable solutions. We're passionate about helping churches thrive — and we're looking for a Shipping and Receiving Clerk who shares that passion and wants to make an impact.

About the Role

As a Shipping and Receiving Clerk, you will be responsible for coordinating and executing the shipment and receipt of goods. You will work closely with our purchasing and sales teams to ensure timely delivery of products to clients while complying with company policies and safety standards.

What You'll Do

- Prepare and provide shipping estimates for Small Parcel, LTL, and book services as required
 - Update and manage shipping quote requests to support the sales team
 - File and follow up on claims with outbound carriers for damaged shipments received by clients
 - Pack, seal, label, and ship orders accurately and efficiently
 - Inspect, unload, and document incoming shipments to ensure accuracy and condition
 - Verify packing slips against shipment contents and reconcile items with purchase orders
 - Maintain proper inventory levels and keep the warehouse organized and orderly
 - Allocate and track stock items for specific clients
 - Perform additional tasks and responsibilities as assigned by management
 - Operate forklift
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What We're Looking For

- You have strong attention to detail
 - You're organized and can manage multiple projects at once
 - You're a strong communicator and a great listener
 - You're able to work independently and as part of a team
 - You're able to stand for extended time periods
 - Safely use hand tools such as Box cutters, Drills and some saws
 - Required to lift, push and pull heavy objects as well as climb ladders and must be able to carry up to 40 lbs
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Preferred Qualifications:

- Basic computer skills required for document editing and communication.
 - 1 – 3 years experience in Shipping and Receiving, and/or Inventory control
 - Willingness to work flexible hours when needed (some overtime)
 - Valid Drivers License with less than 4 points
 - Bonus points if you have knowledge of PCI's products or the portable church industry (or are eager to learn!).
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Why Join PCI?

- Be part of a purpose-driven company making a real difference
 - Work with a collaborative and supportive team
 - Opportunities to learn and grow in a supportive setting
 - Competitive pay and benefits package
 - The satisfaction of helping churches reach their communities every day
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Salary Range

The expected compensation range for this position is \$17.00 to \$23.00 per hour, based on candidates, experience and training.