



**Position:** Warehouse and Shipping Assistant Manager  
**Job Type:** Full-time  
**Location:** Wood Dale, IL (On-site, Local Candidates Only)  
Approximately 10 miles West of O'Hare Airport  
**Compensation:** Commensurate with Experience

**Job Summary:**

The Warehouse and Shipping Assistant Manager is responsible for making sure the warehouse is ready for the daily orders from the Logistics Department. The main function of this position is to ensure all shipments are shipped and received correctly from the Logistics Department and Sales Support Department. The Assistant Manager will assist the Manager in other daily warehouse operations. The Assistant Manager will also process all new shipping documents to ship out as well as follow-up on old ones.

**Key Responsibilities:**

- Make sure all orders for freight shipments are received and printed correctly.
- Work with the Warehouse Manager to ensure the correct shipments are shipped.
- Monitor and accurately match the shipping log of all orders processed
- Work with corresponding departments to resolve issues in a timely manner
- Assist with shipping and receiving of freight/goods
- Assist the Manager with supervising the warehouse staff

**Desired Skills and Experience**

- Keen attention to accuracy and details
- Analytical thought process with problem-solving mindset
- Strong communication skills, both verbal and written, with team members and other departments in a proactive manner
- Ability to multitask and prioritize workload
- Self-starter and team-player
- Works well in fast-paced environments and adapts easily to change
- Proficient in Microsoft Office
- 1-3 years of related experience in Warehousing and Shipping
- Fluent in Korean (Verbal) but not required

**Requirements:**

- Local candidates only
- Must be authorized to work in the US

**Benefits:**

- Medical
- Dental
- Vision
- Life Insurance
- 401(k) Retirement Plan
- Paid-Time-Off
- Paid Holidays

If you would like to be considered for the MCA Corporation team of professionals, please email your resume and contact information to [careers@mcappliance.com](mailto:careers@mcappliance.com).