

Warehouse Shipping Coordinator

Location: Kennesaw, GA (On-site)

Department: Operations & Logistics

Reports To: Warehouse Manager / General Manager

Job description

Blackwood Cabinets is seeking a dependable and detail-oriented Warehouse Associates to support daily warehouse operations for our wholesale cabinetry business located 10 minutes from the KSU campus. This role is critical to ensuring accurate order fulfillment, safe handling of product, and smooth outbound shipping as we scale our operations.

The ideal candidate is hands-on, organized, and comfortable working in a fast-paced startup environment where teamwork, accountability, and flexibility matter.

Key Responsibilities

- Pick, pack, and stage cabinet orders accurately for shipment
- Receive inbound shipments and verify quantities and condition of product
- Label, wrap, and palletize orders for LTL and parcel carriers
- Maintain a clean, organized, and safe warehouse environment
- Assist with inventory counts, product location organization, and restocking
- Work closely with shipping, operations, and customer service teams to meet deadlines
- Operate pallet jacks and forklifts (if certified or willing to be trained)
- Follow warehouse safety standards and company procedures at all times

Qualifications

- High school diploma or equivalent preferred
- Prior warehouse, shipping, or material handling experience a plus
- Ability to lift, move, and handle cabinetry and boxed materials (up to 50+ lbs)
- Strong attention to detail and ability to follow instructions
- Reliable attendance and strong work ethic
- Comfortable working on your feet and performing physical tasks throughout the day

What We Offer

- Competitive hourly pay
- Growth opportunities within a rapidly expanding company
- Hands-on experience in a wholesale distribution environment
- Supportive team culture with clear expectations and accountability

Blackwood Cabinets is an equal opportunity employer. We value hard work, integrity, and team players who take pride in getting the job done right.