



*Ayittatoba LLC. is a native owned small business specializing in Supply Chain Management, Logistics, and International Trade*

## JOB OPENING: SHIPPING AND RECEIVING CLERK - NATIVE FTZ

### Job Description:

Ayittatoba LLC., operators of the Iowa Tribe of Kansas and Nebraska Foreign Trade Zone (FTZ) in White Cloud, Kansas, is currently hiring a Shipping and Receiving Clerk for the FTZ. This pivotal role ensures the efficient flow of goods within the FTZ, handling both incoming and outgoing shipments.

### Key Responsibilities:

- Manage shipping and receiving activities.
- Inspect, label, and document incoming and outgoing shipments.
- Coordinate with carriers to ensure timely deliveries.
- Maintain accurate records of inventory and shipments.
- Collaborate with other departments for seamless logistics.

### Requirements:

- High school diploma or equivalent.
- Proven experience in shipping and receiving.
- Familiarity with inventory management systems.
- Attention to detail and organizational skills.
- Ability to handle physical tasks related to shipping and receiving.

### Skills:

- Proficient in using inventory management systems.
- Effective communication and coordination with carriers.
- Attention to accuracy in labeling and documentation.
- Ability to work in a fast-paced environment.

### Employee Benefits:

- Competitive salary.
- Health, dental, and vision insurance.
- Retirement savings plan.
- Opportunities for professional development.
- Positive work culture within the unique setting of the FTZ.

### Request for Application:

If you meet the qualifications and are ready to contribute to our dynamic team, please send request for application to [trade@ayittatoba.com](mailto:trade@ayittatoba.com)

For questions, call Jen Tomasik at 682-800-6445

We look forward to welcoming you to Ayittatoba LLC.