

# Materials & Logistics Specialist

**Location:** Irwin, PA

## Position Summary

We are seeking a full-time, detail-oriented and dependable **Materials / Logistics Specialist** to support daily shipping, receiving, inventory, and resin material preparation operations. This role is responsible for ensuring accurate order fulfillment, proper freight packaging, timely shipment of goods to domestic and international customers, and accurate preparation of resin materials in support of production activities.

The ideal candidate thrives in a fast-paced environment, demonstrates strong attention to detail, and works well within a collaborative team setting.

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## This position will be responsible for:

### Shipping & Receiving

- Pack parcel shipments to ensure safe transit and delivery to domestic and international customer locations
- Prepare commercial export documentation, including Commercial Invoices (CI) and Shipper's Letter of Instruction (SLI)
- Package and band LTL and TL freight shipments for safe transport
- Load trucks for outbound customer shipments
- Perform receiving functions, including unloading trucks and inspecting incoming shipments for accuracy (parts and quantities)
- Verify shipments against Purchase Orders using the ERP system
- Maintain inventory of shipping supplies and place orders as needed
- Monitor and respond to emails regarding new orders, system shipments, direct shipments, order updates, and tracking notifications

## **Resin Mixing & Material Preparation**

- Accurately measure, weigh, and mix resin formulations in accordance with work instructions and safety protocols
- Prepare standard and custom resin blends to support internal production and customer orders
- Ensure proper labeling, traceability, and documentation of mixed materials
- Maintain clean mixing equipment, tools, and work areas in accordance with safety and quality standards
- Follow all hazardous material handling, storage, and disposal guidelines

## **General**

- Maintain a clean, organized, and safe work environment
  - Perform additional duties as assigned by management
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## **Basic Qualifications**

- High School Diploma or equivalent
- Strong PC skills, including proficiency with Microsoft Office Suite
- Familiarity with ERP/MRP systems; experience with FedEx and UPS shipping software is a plus
- Ability to obtain internal forklift operator certification
- HAZMAT shipping experience is a plus
- Experience working with chemicals, resins, or material mixing processes is preferred
- Experience using basic tools common in warehouse/logistics operations
- Ability to work effectively in a dynamic, team-oriented environment

- Strong written and verbal communication skills
  - Excellent attention to detail with the ability to multitask
  - Valid Driver's License
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## **Physical Requirements**

- Spend the majority of the workday on foot
  - Ability to lift packages and materials up to 55 lbs
  - Ability to wear required Personal Protective Equipment (PPE), including safety glasses, gloves, and other protective gear as required for chemical handling
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## **An Equal Opportunity Employer**

At Arc Impact Acquisition Corporation, innovation is at the core of our DNA. We believe ground-breaking discoveries are born from diverse teams with unique backgrounds and experiences. We are an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other protected characteristic under applicable law.

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## **Hourly Range**

\$22 - \$25 per hour depending on experience and qualifications.  
40 hours per week, Monday–Friday