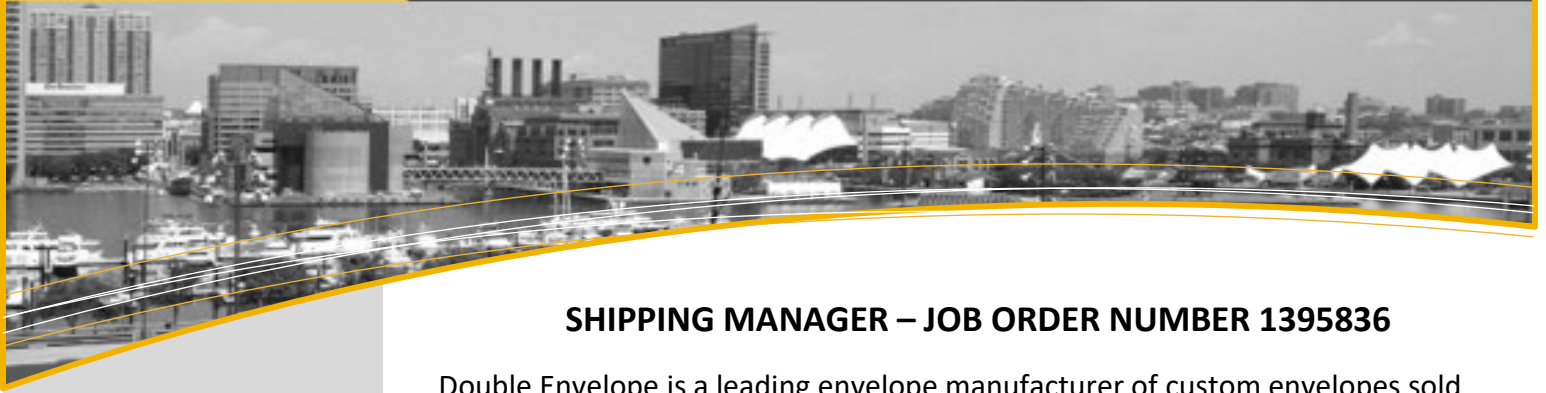


# NOW

# HIRING



## SHIPPING MANAGER – JOB ORDER NUMBER 1395836

Double Envelope is a leading envelope manufacturer of custom envelopes sold directly to the direct mail, photofinishing, financial services, and other industries.

While producing over a billion envelopes annually, Double Envelope focuses on quality and customer service. We are a resource-wise, responsive environment where production is initiated and driven by customer needs. We have an immediate opening for a Shipping Manager.

Minimum of 5 years of warehouse experience to include 3 years of supervising front-line employees. The shipping manager will be responsible for the oversight of the shipping, receiving, and inventory management. Other duties to include but not limited to:

- Required skills in planning, organizing, and attention to detail.
- Researching, reporting, and documenting inventory discrepancies.
- Cycle count process which adheres to timely completion of set schedule date.
- Excellent communication skills within all levels of company and outside vendors.
- Motivate and positive direct supervision of front-line employees.
- Manage quality to ensure service for both internal and external customers.
- Experience with materials handling equipment.
- Promote safety and safe work practices.
- Proficiency in MS Word, Excel, and Outlook.

***Associates or Bachelor's Degree in Business or related field desired.***

***Interested candidates- email resumes to: [rworen@oedworks.com](mailto:rworen@oedworks.com)***

Now Hiring is a service of the Mayor's Office of Employment, the Baltimore Workforce Development Board and multiple workforce partners

### Eastside One-Stop Career Center

3001 E. Madison St.  
Baltimore, MD 21205  
410-396-9030

### Northwest One-Stop Career Center

Mondawmin Mall  
2401 Liberty Heights Ave.  
Baltimore, MD 21215  
410-396-7873

### Westside Youth Opportunity (YO Baltimore)

1510 W. Lafayette St.  
(Gillmor St. entrance)  
Baltimore, MD 21217  
410-545-6953

### Eastside Youth Opportunity (YO Baltimore)

HEBCAC  
1212 N. Wolfe St.  
Baltimore, MD 21205  
410-732-2661

### Workforce Reception Center (By referral only)

100 W. 23rd Street  
Baltimore, MD 21218  
Phone (410) 396-6580

### Satellite Employment Centers

### Bon Secours Community Works

26 N. Fulton Ave.  
Baltimore, MD 21223  
410-362-3629

### GEDCO

5513 York Rd. (rear entrance)  
Baltimore, MD 21212  
410-532-7117

### My Brother's Keeper

4207 Frederick Avenue  
Baltimore, MD 21229  
410-644-3194

### Employment Connection Center

1410 Bush Street  
Baltimore, MD 21230  
410-396-1052

