



BETE FOG NOZZLE, INC
50 GREENFIELD STREET
GREENFIELD, MA
01301 USA

Logistics Clerk

Summary:

The Logistics Clerk supports daily shipping and logistics operations by coordinating shipments, maintaining accurate inventory records, and preparing required documentation for domestic and international orders. This role works closely with the Shipping, Inventory, and Logistics teams to ensure timely order fulfillment, accurate systemic transactions, and efficient communication with carriers and customers.

Duties and Responsibilities:

- Pick, pack, and prepare orders for shipment while ensuring accuracy of stock numbers, quantities, and shipping documentation.
- Receive outside-processed goods and vendor supplies and enter them into the inventory system.
- Verify inventory accuracy through cycle counting, transaction review, and inventory adjustments.
- Print shipping labels and ensure packages meet company and carrier requirements.
- Maintain accurate records related to inventory movement and outgoing shipments.
- Prepare and process shipping documentation including customs invoices, bills of lading, airway bills, and related export documents.
- Coordinate daily pickups with parcel and freight carriers.
- Track shipments and monitor delivery status to ensure timely delivery.
- Communicate shipment details, priorities, and special requests between departments.
- Submit necessary documentation to carriers to support smooth pickup and delivery processes.
- Assist with filing export documentation, including AES (ITN) submissions, when required.
- Support preparation of USMCA forms and other customer documentation as needed.
- Submit damage claims and assist with resolving shipment issues.
- Ability to lift up to 50lbs on a regular basis.

Experience:

- 1–3 years of experience in shipping, logistics, warehouse operations, or a related field preferred
- Basic understanding of shipping documentation and logistics processes preferred
- Strong attention to detail and accuracy.
- Effective communication and teamwork skills.
- Ability to manage multiple tasks and shifting priorities
- Proficiency in Microsoft Office applications
- High school diploma

Payrate Range:

\$24ph (min) - \$26ph (max)

This job description is intended to describe the general nature and level of work performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Management reserves the right to modify duties as necessary to meet business needs.

Why Join Us?

Hands-on, team-oriented work environment. Cross training opportunities across departments. Overtime opportunities. Stable manufacturing environment with growth potential.

How to Apply

To explore current opportunities and submit your application, please visit our website at www.bete.com and navigate to the Careers section. You may also email your resume directly to hr@bete.com

*Please note that employment is contingent upon successful completion of a pre-employment drug screening and background check.

We are proud to be an Equal Opportunity Employer (M/F/D/V).

Benefits to working with BETE:

A competitive benefits package that includes: 401(k) Retirement Savings Program (including a company match), Health, Dental, and Vision Insurance. Flexible Spending Account and Dependent Care Spending Accounts. MA Paid Family Medical Leave, Employer Paid Life and AD&D Insurance(s), Voluntary Family Life Insurance; AD&D & Critical Care, Employee Assistance Program. Vacation Time, Sick Time, Float Time. Employee Referral Program, Tuition Reimbursement, Bi-Annual Discretionary Bonuses (June & December), 8 ½ paid holidays, and an on-site fitness facility.

History of BETE:

Founded in 1950 in Greenfield, MA, BETE operated as a family-owned business until 2024, when Matthew Bete's strategic partnership with EXAIR opened the door to significant opportunities and growth. BETE's established USA manufacturing and strong international presence continue to thrive with the support of our distributor network and growing subsidiaries in Germany and Europe. BETE's spray technology is used worldwide to optimize processes in various markets, including food, beverage, petrochemical, chemical, and pollution control. We manufacture tens of thousands of different products, including fog and misting nozzles, tank cleaning nozzles, material injection nozzles, custom spray lances, fabrications, and spray systems. We offer Advanced Spray Engineering Services to solve more challenging and critical problems, including the ability to perform CFD studies and physical testing. Our decades of experience in spray design and applications engineering, combined with our CNC machine shop, foundry, and spray lab, are used to design, manufacture, and test our products. Our innovations improve sustainable operations in a broad range of industries. We listen to and partner with our customers to ensure the optimal solution for their spraying challenge.