The **Receiving/Inventory Clerk** will be a member of the Shipping/Receiving team in our precision metal fabrication facility supporting the aerospace and defense industries. We are looking for someone with strong experience and knowledge in receiving, inventory and shipping.

JOB RESPONSIBILITIES:

- Perform all receiving/inventory duties to support the shipment of goods produced and the goods received and supplies to be used in the production/storage of goods.
- Responsible for making carrier pick-up arrangements.
- Document defective materials and/or questionable condition to department supervisor.
- Responsible for keeping adequate supply of shipping material on hand at all times and storing in designated area.
- Move product between departments and between buildings as needed.
- Responsible for making pick-ups and deliveries using company van.
- Pull Finished Goods from warehouse for shipment and replenish warehouse shelves
- Perform cycle counts by counting for all inventory items as requested.
- Follow prescribed safety regulations and maintain good attendance and punctuality
- Backup to shipping clerk.
- Other duties as assigned

QUALIFICATIONS:

- High School diploma or equivalent required
- Preferred minimum three (3) – five (5) years' experience with one (1) year in manufacturing environment
- Required to read and write English, follow verbal instructions and use simple math
- Knowledge of Microsoft office
- Must have a valid driver's license and a good driving record
- Forklift operating experience
- Self starter and ability to collaborate with co-workers and management
- Required to lift up to 50 lbs and regularly required to sit, stand, bend, and reach over shoulder level

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.

COMPANY BENEFITS:

- 401K with company match

- Health insurance
- Dental insurance
- Vision insurance
- Life insurance
- Short & Long Term Disability Insurance
- Health Savings Account and Flexible Spending Account
- Paid Vacation Time

EOE, including disability and veteran