

# Shipping/ Receiving

## General Job Description:

- \* Assembles and prepares goods for shipment with proper packaging.
- \* Records shipment data, including weight, charges, and space availability.
- \* Receives and unpacks materials and supplies and ensures all necessary certifications are with the material.
- \* Scan and evaluate incoming documents to ensure accuracy of materials being received.
- \* Reports damages and discrepancies for accounting, reimbursement and record-keeping purposes.
- \* Receives and verifies customer supplied material.
- \* Uses a computer for all shipments, packing lists, Purchase order receiving, and job receiving.
- \* Relies on instructions and pre-established guidelines to perform the functions of the job.
- \* Maintains a clean, neat, and member-ready area.
- \* Strong sense of time organization and urgency
- \* All duties as assigned etc.
- \* Reports to Production Manager.

## SAW OPERATION

- \* Receives in raw stock from vendors.
- \* Verifies that incoming material is correct and all necessary certifications are with the material.
- \* Scan and evaluate incoming documents to ensure accuracy of materials being received.
- \* Sets up and operates metal-sawing machines to cut stock to required dimensions.
- \* Review blue print package and issues it to the floor with production documents.
- \* Is responsible for maintaining the raw material racks including quarterly maintenance.

- \* Reports damages and discrepancies for accounting, reimbursement and record-keeping purposes.
- \* Uses MRP system to monitor and process work load according to schedule.
- \* Relies on instructions and pre-established guidelines to perform the functions of the job.
- \* Reports to Production Manager.

#### **Work experience requirements:**

- \* Manufacturing and/or machining background a must - 1-2 year experience.
- \* Working knowledge of ISO 9001:2008 and AS9100 quality standard is a plus.
- \* Basic computer skills
- \* Must work well with others and have good work ethics.
- \* Reliability and dependability is a must.
- \* Forklift Certification is a plus. Annual training provided.
- \* Valid drivers license required.

#### **Education Requirements:**

- \* High School Diploma or its equivalent with 0-2 years experience.

#### **Antron is an AS9100 and ISO 9001:2008 Certified Company**

We offer:

- **Competitive wages**
- **Medical**
- **Dental**
- **Vision**
- **HRA**
- **Flex Spending**
- **Life Insurance**
- **Accidental Death**

- **Long & Short Term Disability**
- **401K & 401K Match**
- **Paid Vacation & Holidays**

Non-Discrimination Policy: **Antron Engineering & Machine Co., Inc. is committed to the principle of equal opportunity in employment. We do not discriminate on the basis of sex, race, color, creed, national origin, age, religion, sexual orientation, gender identity, gender expression, veteran status, or disability in admission to, access to, treatment in, or employment in its programs and activities.**