



Shipping & Receiving Warehouse Clerk

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Job ID: 2020-012C+D
Regular/Temp: Regular
Full-Time/Part-Time: Full-Time
Submit Reply and Resume to: CMEHR@custom-mfg-eng.com

MUST complete Predictive Index test before applying:

<https://assessment.predictiveindex.com/54R/4231f197-7c01-4c09-8b8f-9c85d0bf9fde?type=candidateba>

Job Summary:

Are you someone who has a passion for working toward tracking thousands of parts, shipment of product, and receipt of materials or returns for products used in the automotive, aerospace, military, heavy equipment or tech industries? We have an exciting opportunity in the beautiful state of Florida for the right person to become our Shipping & Receiving Warehouse Clerk. This person would be responsible for receipt and accounting of all items delivered to CME as well as on-time shipments to our customers.

Duties and Responsibilities:

- Inspect contents & compare with records, to verify accuracy of incoming or outgoing shipment.
- Prepare documents (work orders, bills of lading, and shipping orders to route materials)
- Record shipment data, such as weight, charges, space availability, and damages and discrepancies, for reporting, accounting, & recordkeeping purposes
- Contact carrier representatives & issue instructions for shipping and delivery of materials
- Pack, seal, label, and affix postage to prepare materials for shipping, using work devices (hand tools, power tools & postage meter)
- Work with shipping representatives to rectify problems, such as damages, shortages, & nonconformance to specifications
- Requisition and store shipping materials & supplies to maintain inventory of stock
- Transfer received materials to quality inspection or warehouse for accurate inventory and stocking of all parts. Administration of material transfer activities between warehouse and shop floor

Job Qualifications:

- Knowledge of administrative, clerical procedures & systems such as word processing and managing files and records
- Attention to detail and familiarity with warehouse processes, as well as shipping and receiving responsibilities
- Knowledge of principles/methods for transporting people or goods by air, rail, sea, or road, including the relative costs and benefits
- Experience with warehouse ERP software (i.e. Deltek Costpoint)
- Ability to communicate with all levels of the organization
- Ability to resolve simple process issues or make recommendations to address them. Ability to triage situations and act with a sense of urgency to support shipping and receiving efforts
- Forklift driver certification

- is a plus.
- Knowledge of DCMA procedures helpful

Minimum Requirements Needed:

- At least two (2) years of experience preferred in a shipping or receiving department, preferably in a manufacturing environment
- High School diploma or AA/AS degree (trade or tech school) from an Accredited College/University
- Positions with CME require access to controlled goods and technologies subject to the International Traffic in Arms Regulations or the Export Administration Regulations. Applicants for these positions need to be "U.S. Persons," as defined in these regulations. Generally, a "U.S. Person" is a
- U.S. citizen, lawful permanent resident, or an individual who has been admitted as a refugee or granted asylum
- Successful Passage of **Required Screenings & Tests: Background Check, Reference, Credit, and Drug Testing**

Position Detail:

Prepares items for shipment, to include verifying packing requirements, accurately packing items with appropriate containers and protecting padding, determining method of shipment, creating and affixing shipping labels, and verifying final packaging meets specifications. Verifies and keeps records on incoming and outgoing shipments. Verifies incoming & outgoing shipment information against bills of lading, invoices, orders, or other records. Unpacks & examines incoming shipments, rejects damaged items, records shortages, and corresponds with shipper to rectify damages & shortages. Routes items to departments. Maintains inventory of shipping materials & supplies. May operate tier-lift truck to move, convey, or hoist shipments from shipping-and-receiving platform to storage or work area.

Administer transfer of received materials from shipping and receiving area to quality control or warehouse. Administer inventory issuing and stocking activities to ensure inventory accuracy and that parts get pushed to shop floor accurately and within reasonable timeframe. Ensure overall organization of shipping and receiving warehouse area for efficient and accurate inventory activities.

Will be available to work overtime, as required.

Travel Percentage Required: Minimal & Usually Local to Vendors. 0% -5%

An award-winning Tampa Bay small business for two decades, Custom Manufacturing & Engineering, Inc. (CME®) delivers Engineering, manufacturing, test, and calibration/repair services to Government and Industry. Join us at CME, where one can "Use Our Expertise to Design & Build Your Solutions" CME's culture is embodied by Core Values that are focused on: Serving the customer while protecting CME, delivering quality products and services as required, solving problems, working with energy and passion, and encouraging and developing employees that challenge themselves.

As a strong supporter of Science, Technology, Engineering and Math (STEM) and other select charitable initiatives, CME promotes and encourages employee community support to nonprofit organizations or educational institutions, especially for mentoring and school/student support. Most of CME's products and services are focused on the development and manufacturing of energy efficient and sustainable products such as more efficient power supplies, intelligent power distribution units, energy saving solar panels, and other electronic systems, end products, or components. (www.custom-mfg-eng.com).

December 2020

CME is an Equal Opportunity/Affirmative Action Employer. *All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.*

*As a U.S. defense contractor CME is also subject to additional rules and regulations regarding the hiring of foreign persons. **In compliance with U.S. federal law, all persons hired will be required to verify identity and eligibility to work in the United States; CME cannot accept any person for employment who does not meet employment eligibility requirements, E-Verify verification, and/or is in the U.S. under a student (F1 and/or OPT, J1, or M1) and/or temporary work visa.** For the purposes of clarification, the I-9 defines eligibility of an employee as a: U.S. citizen, permanent resident card or alien registration card (Form I-551), a person with a temporary I-551 stamp on their passport or U.S. immigrant visa, and/or passport from the Federated States of Micronesia (FSM) or Republic of the Marshall Islands (RMI) with Forms I-94 or I-94A indicating nonimmigrant admissions under Compact of Free Association between the U.S. and FSM or RMI.*

Removal Date: March 10th, 2021