

COMPANY NAME: Sargent Aerospace & Defense

JOB TITLE: Shipper/Receiver II

JOB DESCRIPTION:

Purpose and Scope: This position supports the organization by shipping and receiving product accurately and to the defined specifications, meeting or exceeding internal and external customer expectations. The primary functions of this position are to unload and receive incoming materials, as well as packaging and shipping product to our customers.

Roles and Responsibilities:

- Reads and understands packing, marking and shipping instructions.
- Use of shipping systems and customer portals to processing shipments.
- Assembles orders and prepares goods for shipment.
- Assists in preparing bills of lading and other required forms.
- Receives and unpacks materials and supplies.
- Reports damages and discrepancies for accounting, reimbursement and record keeping.
- Responsible for general cleanliness of shipping and assembly area, including trash disposal.
- Assists in arranging carrier for shipments.
- Also assists in preparing overseas/international shipments.

SALARY: \$16.00/hr

APPLICATION QUALIFICATIONS:

Required Education, Skills and Experience:

- Must have a High School Diploma or GED
- 2-3 years' experience in a manufacturing environment or related field.
- Has knowledge of commonly used concepts, practices and procedures within the field.
- Strong organization skills, self-starter with initiative and ability to work with minimal supervision.
- Must be computer literate with a working knowledge of shipping/receiving software and use of online portals.
- Valid driver's license is a must.
- Must be able to bend and lift 40 lbs.
- Basic math skills required.
- Must be flexible with overtime and weekends, as necessary
- Attendance and punctuality at work are essential functions of this position.
- Must be a U.S. Citizen

HOW TO APPLY: Please apply at www.sargentaerospace.com under our Job Search or by using the following links → [Shipper/Receiver II \(SHIPP002419\)](#)

DATE: 5/11/2022

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BusinessServices@pima.gov

Equal Opportunity Employment/Program:

Auxiliary aids and services are available upon request to individuals with disabilities