



Shipping and Receiving Clerk

Fox Valley Metrology is a progressive leader in the field of metrology. We are currently seeking a talented, professional individual to employ as a member of our shipping and receiving team based at our Oshkosh, WI location. This long-term position is anticipated to begin immediately.

INCENTIVES OFFERED:

- Competitive compensation
- Competitive health insurance benefits
- Positive work environment
- Up to 4% of salary matching to 401k program
- Necessary training provided

JOB DESCRIPTION:

- Perform shipping and receiving duties.
- Support the shipment of goods produced and the received goods and supplies to be used in or to aid in the production/storage of goods destined for sale to our customer base.
- Responsible to make arrangements for pick-up by the carrier specified on the customer's purchase order which is conveyed to the shipping clerk by final inspection via the shipping instructions.
- Must report defective materials or questionable conditions to the department supervisor.
- Responsible for keeping an adequate supply of shipping materials on hand at all times.
- Required to forward a requisition for shipping materials to the Department Supervisor for approval.

Maintain the work area and equipment in a clean and orderly condition and follow prescribed safety regulations

REQUIRED QUALIFICATIONS:

- Demonstrate interpersonal and communications skills.
- Individual must be self-motivated
- PC skills – Microsoft Windows, Outlook, Excel, and Word experience a must.
- Must have clean driving record for use of company vehicles.

DESIRED QUALIFICATIONS:

- Formal training in a shipping and receiving environment.

Please forward resume to:

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