



POSITION: SHIPPING AND RECEIVING ATTENDANT

SUMMARY: The primary role of the **SHIPPING AND RECEIVING ATTENDANT** is to verify and keep records on incoming and outgoing shipments and prepares items for shipment by performing the following duties to quality and productivity standards.

REPORTS TO: WAREHOUSE SUPERVISOR

COMPETENCIES:

- Organizational Skills
- Technical Capacity
- Thoroughness
- Time Management

HOW YOU ADD VALUE:

- Properly load/unload delivery trucks.
- Safely operate material handling equipment following training.
- Accurately categorize incoming material and store in designated warehouse location.
- Utilize safety methods while managing parts.
- Pick and pack products.
- Accurately weigh materials and products as required.

KNOWLEDGE & SKILLS:

- Syteline (MRP) experience a plus
- Basic computer and keyboard skills
- Mathematical aptitude and detail oriented

EXPERIENCE & EDUCATION:

- GED/High School or equivalent
- Warehouse experience preferred
- Forklift certified a plus

WORK AUTHORIZATION: *US Person*

PEKO PERKS:

OUR ADVANTAGEOUS BENEFIT PLATFORM

- Competitive Compensation
- Medical, Dental, Vision
- Flexible Spending & Health Savings Accounts

- Life, Short and Long-Term Disability
- Recognition Awards

WE CARE ABOUT YOUR FUTURE

- 401k Plan and match incentives
- Financial Wellness advisory services
- Educational Seminars
- Employee Development Plans / Mentorships

WE CARE ABOUT YOUR LIFE OUTSIDE OF PEKO

- Vacation, Bereavement & Civil responsibility compensation
- Paid Holidays / Floating holiday
- Wellness screenings and seminars
- Employee Assistance Program
- Employee Discount Programs

WE CARE ABOUT YOUR SAFETY AND THE ENVIRONMENT

- Lean, Sustainable and Environmentally friendly environment
- Safety and Violence Preparedness Instruction
- On-site physician / medical response team
- Mutual Respect and Violence Prevention Training

PEKO IS A PREFERRED PLACE TO WORK

- PEKO's reputation as a stable diversified contract manufacturer for over 50 years
- Environmentally and sustainably conscious
- A mid-sized company so we know your name and recognize your achievements
- Multi-generational and culturally diverse workforce
- Community involvement and corporate sponsorships
- Life-long learning and educational opportunities
- A balance of a tenured workforce and new talent

ABOUT OUR COMPANY: PEKO Precision Products, Inc. participates in a full range of manufacturing aspects from innovative technology solutions to electro-mechanical product manufacture, including vertically integrated contract manufacturing. These activities take place in our expansive quarter million total square feet of modern climate-controlled manufacturing floor space, and supported through highly skilled engineers, trades people and a commitment to investing in the latest industrial equipment and technologic tools.

CANDIDATES MAY APPLY BY: Responding to this posting OR visiting

www.pekoprecision.com/careers

PEKO Precision Products, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation and training.