

## POSITION DESCRIPTION

**Position title:** Shipping and Receiving Clerk

**Reports to:** Production Clerk

**Summary:**

This position is responsible for shipping, receiving and inspection of all parts and materials for aerospace vehicle flight unit manufacturing

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**Responsibilities:**

- Input all parts and materials received into an inventory control system
- Inspect all parts and materials
- Ship flight units and components
- Use AS9100D quality processes and procedures for inventory control
- Support purchasing specialist, engineer and accounting requests for parts and material project information in the inventory control system.

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**Required Competencies:**

*Experience*

- 0-2 years of experience in the following areas: shipping, receiving and inspection of aerospace parts and materials manufacturing of flight units.

*Technical Skills*

- Manage and update inventory control system
- Ability to Identify electrical and mechanical parts and materials for aerospace vehicles
- Ability to improve inventory system for shipping and receiving parts and materials
- Proficiency with Microsoft Word, Excel, Access and Sharepoint (plus)

*Soft Skills*

- Strong interpersonal skills

*Education*

- A.S. degree in technical (electronics) and/or business operations preferred.

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**Desired Competencies:**

*Technical Skills*

- Experience with Inventory Systems for Aerospace manufacturing
- Microsoft Office (Word, PPT, Excel, Access, Visio and Sharepoint)
- Understanding of engineering parts and materials (electronics, mechanical, etc.).

*Certification*

- Parts and Material inventory training for Aerospace manufacturing

Full time position offers challenge and growth with excellent salary and benefits package including comprehensive [health insurance](#) benefits and 401K (4% match).

## **Personal Requirements**

Do you have an entrepreneurial spirit and desire to be part of an innovative team that designs and manufactures state-of-the-art avionics, power and small satellites. Put your skills to work and develop innovative products for Space launch vehicles and small satellites.

## **ITAR Requirements**

To conform to U.S. Government space technology export regulations, **applicant must be a U.S. citizen**, lawful permanent resident of the U.S., protected individual as defined by ITAR (22 CFR §120.15) or eligible to obtain the required authorizations from the U.S. Department of State.

*SIL is committed to creating a diverse environment and is proud to be an equal opportunity employer. Each individual has the right to work in a professional environment that promotes equal employment opportunity and prohibits discriminatory practices, including harassment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*

The SIL Full time position offers challenge and growth with excellent salary and benefits package including comprehensive health insurance benefits and 401-K

Salary Range based on experience: \$40,000 to \$45,000

Resume and Cover Letters to: [hr@spaceinformationlabs.com](mailto:hr@spaceinformationlabs.com)