

SHIPPING CLERK

Treske Precision Machining, Inc., a commercial, aerospace, and defense precision machine shop has an immediate full time position for a Shipping Clerk on our Day Shift. We are a constantly growing company looking for a capable, flexible, and dependable candidate to fill this position on our days shift. This position performs numerous shipping, receiving, and material handling duties. The activities are performed under minimal supervision in accordance with established procedures and specifications.

Responsibilities include:

- Label and package parts for outgoing shipments
- Create pack slips and audit outgoing shipments for accuracy.
- Use UPS and FedEx shipping systems, as well as other freight carriers both domestically and internationally
- Receiving / verify counts
- Package/pack parts for outgoing shipments
- Build wooden crates for outgoing shipments
- Some light driving in town to customers/vendors
- Help in other manufacturing areas as needed.

We are looking for candidates who:

- Have computer proficiency and can use MS Word and Excel Programs, as well as internal ERP and web based systems.
- Can work well under pressure and to competing deadlines while maintaining a cooperative working relationship with other employees and team lead.
- Can work in a highly detailed environment where mental focus and accuracy of work output is essential.
- Have strong analytical and troubleshooting skills.
- Have strong interpersonal skills to communicate and interact with various departments.
- Have a minimum of two years' experience, preferably in a manufacturing environment.
- Have a high school diploma or general education degree (GED).

JOB CONDITIONS/PHYSICAL REQUIREMENTS

- Work performed in factory settings.
- Exposure to manufacturing environment such as noise and dust.
- Regularly required to sit, stand, bend reach, and move about facilities.
- Must be able to lift light to moderately heavy objects (up to 50 lbs).

PERSONAL CHARACTERISTICS

Candidate must be driven to deliver results with the ability to establish rapport, earn trust, and effectively collaborate with others. Essential attributes of the successful candidate include:

Innovating

- Forward thinker
- Seeks more efficient ways to perform duties

Pushing Forward

- Makes good decisions based on information presented
- Works to meet departmental goals and fulfill strategies

Improving

- Can challenge the "status quo" and think differently
- Seeks to make work environment better for all

Going Further

- Can be flexible and adaptable in a complex, changing environment
- Engaged in helping company achieve goals and objectives

Creating Win-Wins

- Able to build partnerships with internal customers, employees, and internal suppliers
- Seeks and encourages others to meet their goals

Treske offers a competitive salary and benefit package including 100% employee paid medical insurance. Please email your resume with 'Shipping' in the subject line to jobstpm@treske.com, or apply in person at Treske Precision Machining 14140 SW Galbreath Drive, Sherwood, OR 97140.

It is the policy of Treske Precision Machining, Inc. to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability, or veteran status. NOTE: Access to our facility (and, therefore, employment) is restricted under the International Traffic in Arms Regulations (ITAR) to U.S. Citizens, lawful permanent residents of the United States and properly licensed foreign persons as defined by 8 U.S.C. 1324b(a)(3).