

Netronix Integration is a low voltage systems integrator with a worldwide customer base providing one-stop service and support in security system design, installation, and 24/7 service.

We are currently looking to add a Shipping and Receiving Clerk to our team to support business needs for material management including shipping, receiving, staging to meet project scheduling, record-keeping, and inventory control. This is a full-time position Monday-Friday.

**Duties will include, but not be limited to the following:**

- Unpacks, examines, and stages incoming shipments; identifies damaged items, records shortages, and corresponds with supplier/shipper to rectify issues
- Receives, processes, and returns all defective parts for repair, replacement, and credit
- Monitors inventory of project materials and consumables
- Performs all computer functions necessary to track various aspects of goods
- Arranges for pick up by the carrier specified on shipping request
- Manages the shipment of goods both domestically and internationally
- Pulls/stages material based on PM requests for early/late pickup
- Reports defective materials or questionable conditions to the department supervisor
- Keeps an adequate supply of shipping materials on hand
- Maintains the work area and equipment in a clean and orderly condition and follows prescribed safety regulations
- Managing Stock levels, PPE and company clothing as needed.
- Documents and maintains records of all tools, PPE and clothing as issued to employees
- May be asked to pick-up or deliver supplies using a company van
- Additional duties as assigned

**Qualifications and Skills**

- Good verbal and written communication skills
- Ability to establish priorities and manage multiple tasks
- A team player and be able to work on an individual basis
- Attention to detail is a must
- Comfortable lifting up to 60lbs
- Experience with Fed Ex and UPS interactions and transactions
- Proficient in Microsoft Office: Word, Excel, and Outlook
- Valid driver's license with satisfactory driving record
- Pallet Jack: 1 year (Preferred)
- Warehouse experience: 2 year (Required)

Full Medical/Dental/Vision/FSA | 401K Participation | EAP | Paid Holidays | PTO

Netronix is an equal opportunity employer. All qualified applicants will be considered without regard to race, color, religion, sex, national origin, physical or mental disability, veteran status, or any other basis protected by applicable federal, state or local law.