

Join the world leader in thermal mass flow meter technology. FCI began in 1964 by pioneering the development and application of thermal dispersion flow and level sensing technology. The Company is the world-recognized leading manufacturer for solving flow and level measurement applications for industrial process and plant applications using patented thermal dispersion flow measurement technology.

From off-the-shelf product solutions to custom engineered products and systems, FCI provides world leading experience and a record of unequalled innovation to meet or exceed our customer application demands. Complimenting FCI product leadership is a world class Flow and Level Calibration Facility in which all calibrations are performed in liquids or gases utilizing only N.I.S.T. traceable equipment and instrumentation.

Currently, we are seeking a Shipping/Receiving Clerk.

OVERVIEW:

The shipping clerk will assist the shipping lead with day-to-day operation of shipping department. The shipping clerk will be responsible for the assembly of units, printing of pick list, verification of order and packaging of unit(s).

The following are specific duties and responsibilities of this position:

Essential Job Functions (primary duties and outputs of position):

- Process order shipments in perpetual system.
- Weighs, packs and addresses parcels, crates of merchandise or materials and attaches bills of lading and keeps record of goods shipped.
- Freight bill (domestic & international) preparation.
- Arrange UPS, FedEx, and LTL carrier scheduling.
- Cycle count inventory of shipping supplies and finished goods.
- Responsible for returns to vendors, e.g., when deliveries are made, make sure parts for return are picked up as well.
- Secure handling of hazardous materials per MSDS sheets.
- Keep work area organized.
- Other duties as assigned.

Safety

- Follow safe work practices, participate in safety training as required, and report any unsafe condition or accident.

Quality

- Understand and support the quality policy and the appropriate elements of the quality management system for their areas of work

Communication

- Communicate effectively in English, both verbally and in writing.
- Maintain effective and constructive working relationships with others both internally and externally.

Requirements:

- 1 or more year's shipping experience.
- Demonstrate ability to work without close supervision, produce quality work and handle periodic special projects independently, while maintaining focus and sense of urgency.
- Strong working knowledge of UPS, Fed Ex and DHL software.
- Strong working knowledge of Outlook and Excel software.
- Must perform work with accuracy and have a proven work history of accurate, precise work.
- Must possess professional phone skills and the ability to effectively work with others.
- Must have ability to organize and prioritize work within mandatory time frames.
- Experience with Syteline ERP system preferred.

Skills/Abilities Required:

This position requires unassisted lifting of 50 lbs. Standing and bending up to 60% of the time. Lifting up to 40% of the time. Incumbent must be able to operate a forklift and successfully recertify annually. Incumbent must have knowledge of basic math skills and experience in using air operated tool and hand tools. Valid driver's license required. US Citizen or Permanent Resident status.

FCI is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law. If you are qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative.

FCI is an ITAR required employer and active participant of the DHS and SSA E-Verify program.