



## **JOB POSTING**

**Position:** Shipping and Receiving Clerk I  
**Locations:** Dripping Springs, TX (Austin, TX area)  
**Description:** Expanding Avionics Systems Integration Company seeks Shipping and Receiving Clerk I for shipping/receiving support and inventory control.

### **Company Quality Policy:**

L2 is committed to quality and continuous improvement in all areas of our organization. We provide solutions based on our customers' needs and are dedicated to ensuring that all expectations are surpassed. We are fanatical in ensuring our solutions meet or exceed regulatory and customer requirements. Working as a team, all employees are involved in the continuous quality improvement process to ensure that the company goals for quality, timeliness, responsiveness and innovation are met, thereby ensuring customer satisfaction.

### **Primary Responsibilities:**

- Utilize various Standard Operating Procedures (SOP's) and Checklists as well as use of various parts counting equipment and techniques.
- Standard duties would include but not limited to:
  - Receiving incoming PO's for hardware, electrical components, wire and miscellaneous materials (i.e. paint, tools, ties, shipping material)
  - Shipping support with shipping container assembly, labeling, recording/reporting of weight and dimensions
  - Monthly rolling inventory cycle count
  - Monthly Flammable Cabinet and Product Shelf Life maintenance
  - PO & PMA File Maintenance
  - Shipping Supply Inventory Maintenance
  - Stocking of received parts & materials with established locations
  - Support with production/engineering/installation tooling and parts requests and fulfillment for same
  - Support Crate replenishment and shortage reporting
  - Shipping supplies inventory and shortage reporting
  - Status communication updates on PO tracker
  - Other duties as assigned by the department manager
- Being proactive in department Continuous Improvement Program and assisting in the creation and/or revision of existing SOP's is required.

### **Preferred Qualifications:**

- High school diploma or GED
- Good computer skills
- Good communication skills
- Must be able to work with minimum supervision
- Must be detail oriented within a fast-paced environment
- Must be willing to take on new tasks in a changing environment
- Ability to meet or exceed deadlines
- Dependable
- Must be detail oriented within a fast-paced environment
- Must be able to work overtime and weekends as necessary
- Must be legally able to work in the USA and supply required supporting documentation for I-9 Form.