



FAA CRS# L2ZR265X
FAA PMA# PQ1040SW

2100 East Highway 290 • Dripping Springs, TX 78620
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JOB POSTING

Position: Shipping and Receiving Clerk II
Locations: Dripping Springs, TX (Austin, TX area)
Description: Expanding Avionics Systems Integration Company seeks Shipping and Receiving Clerk II 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 for pulling parts from inventory to satisfy sub kitting requirements.
- Standard duties would include but not limited to:
 - All the responsibilities for Shipping and Receiving Clerk I
 - Sub kit/top kit label making and template maintenance
 - Bar code creation for program shipments
 - Receiving inspection of BTP items, non-complex items only (placards)
- 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.