



Shipping/Receiving Clerk

Job Description

Martin UAV is actively building a team of world-class employees to help assist in developing revolutionary unmanned aircraft systems technologies.

We are currently seeking a Shipping/Receiving Clerk that will ensure only the intended goods are received in and shipped out of the warehouse and all necessary paperwork accompany is completed correctly.

Responsibilities

- Maintain record of all outgoing and incoming shipments using the automated inventory management system (Deltek) to ensure that actual physical inventory matches the database's logical inventory
- Prepare all Shipping Documents, Labels, Pack Slips, Bill of Ladings, Reports, Etc.
- Daily Accomplishments include movement flow and submit reports/findings to the Supply Chain Manager
- Moves materials and items from receiving or storage areas to shipping or to other designated areas working closely with the Inventory Planner
- Sorts, counts, and places materials or items on racks, shelves, or in bins according to predetermined sequence such as size, type, style, color, or product code
- Handles Inventory and project staging

Skills and Experience

- At least 1-2 years experience in Shipping and Receiving
- Microsoft Office Skills; Excel, Outlook, Word, Access
- Software user experience – Preferably Deltek/Costpoint
- Must be able to pick up at least 50 pounds
- Must be able to stand when preparing shipments and have the physical ability to perform tasks throughout the manufacturing and production environment
- Strong organizational skills
- Strong time management skills
- Hard working and dependable
- Applicants must be U.S. persons as defined by the ITAR (22 CFR §120.15)

Compensation

We are located in Prosper, Texas and offer a comprehensive benefits package including medical, dental, vision and life insurance, PTO days, and a 401(k) plan with company matching.

Contact our Careers Team at Careers@MartinUAV.com to submit a resume and a statement regarding your suitability for this position.