



DMR EMPLOYMENT ~ JOB ANNOUNCEMENTS

SHIPPING & RECEIVING CLERK:

Performs day-to-day operations in reception area of Depot Repair Facility (DRF) including, but not limited to: maintaining accurate records, conducting inventory of receivables, preparing packages for shipment, and assisting engineering and quality assurance team with administrative tasks. The primary role of this position is to coordinate with the team and maintain written and verbal communications of inbound and outbound shipping of parts.

REQUIRED QUALIFICATIONS:

- Must be U.S. Citizen
- High School (HS) Diploma
- 1-3 years of administrative and/or customer service experience
- Proficient in computer software programs: Microsoft Office (Word, Excel, Power Point, Access)

BASIC QUALIFICATIONS:

- Performs administrative tasks such as internal emails, filing records, and distributing mail.
- Ability to read, interpret, and implement shipping instructions, policies and procedures.
- Experienced in operating office equipment (copier, scanner, phone system, and fax).
- Answers phone system, transfers calls, and takes messages when needed.
- Demonstrates excellent oral and written communication skills.
- Maintains the facility sign-in sheet, verifies credentials, and escorts authorized visitors.
- Organizes records such as stock lists, inventory forms, material control, and/or supply reports.
- Objectively examines packages received and reports any deterioration and/or damage.
- Reviews and verifies quantities received and shipped against the official receipt documents.
- Prepares items for shipment with correct packaging and shipping documents.
- Stores, stacks, or labels materials in accordance with prescribed storage methods.
- Assists with inventory stored supplies, material deliveries and/or additional duties assigned.
- Ability to lift up to 25lbs to assist with loading and unloading deliveries.

Submit resume, cover letter, and (3) professional references to company website:

employment@dmcinc.com

DMR is an Equal Opportunity Employer (EOE) hiring a diverse team members no matter the race, color, religion, sex, gender identity, sexual orientation, national origin, disability, veteran status, as protected by federal, state or local laws.
