

Shipping and Receiving Clerk – Rockaway, NJ

Want to be part of cutting-edge coating technology used in medical devices, implants, and industrial components? Looking for a role where your work directly supports industries that make a real impact?

If so, the Shipping & Receiving Clerk position could be a great opportunity for you. In this role, you'll work closely with our Customer Service team to help deliver high-quality Ionbond™ coatings and services, ensuring orders move smoothly and customers' expectations are consistently exceeded. This position reports to the Customer Service Manager at our Rockaway location and plays an important role in keeping our operations running efficiently.

Ionbond – The Surface Engineers™

Ionbond provides advanced coating solutions for applications in the aerospace, medical, food contact, automotive, decorative, tooling and fuel cells industries. We offer a broad range of hard, low-friction, wear-resistant coatings based on PVD, PACVD and CVD technologies.

With over 30 job coating centers in 14 countries in Europe, North America and Asia, Ionbond has one of the largest coating networks in the world. Ionbond is part of renowned Japanese industrial consortium IHI Group.

What defines this job?

- Work closely with Customer Service and Operations to proactively identify and resolve shipping, receiving, or order-related issues
- Verify incoming customer product against purchase order specifications using measurement tools such as calipers, tape measures, and scales
- Inspect, pack, and ship customer orders in compliance with company standards and customer requirements
- Load and unload trucks using a walk-behind forklift
- Maintain adequate inventory levels of shipping and packing materials
- Accurately maintain all assigned hardcopy and electronic records, ensuring completeness and data integrity
- Demonstrate strong computer proficiency, including accurate data entry, record maintenance, and document management
- Enter, update, and track orders with a high level of accuracy in the ERP system
- Demonstrate proficiency using UPS WorldShip, FedEx systems, and freight carrier platforms
- Perform local pickups and deliveries using a company vehicle (no CDL required)
- Follow all established safety policies, procedures, and work practices
- Perform other related duties as assigned or required to support operations

What do we offer?

Unleashing potential is at the core of our approach. We provide a dynamic environment that opens doors to both international and local growth opportunities, helping you reach your full potential. Here's what you can expect from being part of our team:

- International and local growth opportunities
- Diverse work environment where we embrace teamwork and innovation that drives us towards new applications and customer service excellence
- Competitive compensation package; salary based on experience and educational credentials
- Multiple Medical, dental, vision benefits with affordable premiums and annual deductibles
- Flexible spending account/HSA (medical and dependent care)
- Life insurance
- Short-term & long-term disability
- Employee assistance program
- Generous Paid Time Off
- Tuition Reimbursement
- 401k Safe Harbor Retirement Account plus company match

What do we ask?

The preferred candidate will have the following: High school diploma; associate degree in general or related field is a plus. One to three years of experience in a shipping/receiving role in a manufacturing environment. Strong attention to detail and accuracy. Experience with FedEx, UPS, and other related shipping platforms. Ability to read fine print as small as 6-point, distinguish colors. Can sit/stand for long periods of time. Must have strong PC skills, including the ability to type and use MS Office software. Strong communication skills, both verbal and written. Strong work ethic, organizational and time management skills. This position requires a valid driver's license and a clean driving record. This is a full-time position, working the hours of 8:00am to 5:00 pm Monday through Friday with a 30-minute lunch break. The hourly range being offered is between $20-$22/hr. Must be able to pass a preplacement physical screening/drug test and lift 50lbs safely.

Interested in this job?

Please upload your resume and optional cover letter to this site: https://www.indeed.com/cmp/Ihi-Ionbond-Inc.-1 For our Privacy Policy for Job Applicants please click here.