



Shipping Receiving Clerk – Madison Heights, MI

Would you like to be part of cutting-edge technology in the field of coating/finishing automotive, industrial, and decorative components? Is being part of a team that makes an impact in a variety of manufacturing industries important to you? If so, a role as a Shipping/Receiving Clerk might be the right fit for you!

As a Shipping/Receiving Clerk, you will work side-by-side with the Customer Service team to continually exceed customer expectations by delivering high quality Ionbond™ coatings and services. This position reports to the Customer Service Manager at the Madison Heights, MI location.

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 15 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?

- Receive incoming orders and complete all pre-coat processes as instructed to initiate order entry into ERP system.
- Responsible for unpacking, visually inspecting, measuring, and documenting instructions based on customer specifications and company requirements.
- Work closely with Customer Service to assist with customer inquiries as needed related to issues. Verify incoming customer product against purchase order specifications utilizing calipers, tape measures, scales, etc.
- Maintain a positive teamwork approach to assist the department including keeping inventory of supplies, driving company van to fill-in for regular driver as backup.
- Displays proficiency and accuracy with order entry in the ERP system
- Loads and unloads trucks with the use of a walk behind fork lift
- Other related duties as apparent or assigned

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
- Medical, dental, & vision benefits with affordable premiums and annual deductibles
- Flexible spending accounts (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' experience working in a shipping/receiving role in a manufacturing environment. Strong attention to detail and accuracy skills. Experience with FedEx, UPS, and other related shipping platforms. Ability to read fine print as small as 6 font, distinguish colors, and sit/stand for long periods of time. Strong PC skills, including the ability to type and use MS Office software. Strong communication skills; both verbal and written. Strong work ethic, organization, and time management skills. This position requires a valid driver's license and a clean driving record. The working schedule is Monday through Friday, 9:00 AM to 5:30 PM. Must be able to lift 50 lb. safely, pass a background check, and be eligible to work in the United States.

Interested in this job?

Please upload your resume and optional cover letter to this site: <https://www.indeed.com/cmp/Ihi-Ionbond-Inc.-1>

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