



AEROSPACE ENGINEERING AND SUPPORT, INC.

1307 WEST 2550 SOUTH • OGDEN, UTAH 84401-3239
(801) 394-9565 • FAX (801) 394-9022 • E-MAIL aes@aesut.com

Job Summary

Company

Aerospace Engineering & Support, Inc has been in operation for 34 years in Aerospace Manufacturing.

Location

Ogden, UT

Job Type

Full Time

Years of Experience

1 year preferably

Education Level

Trade School, High School Diploma or Equivalent

Career Level

Entry Level in Aerospace Shipping and Receiving Clerk

Position Description:

We are seeking an individual who is driven, determined, self-motivated, organized, forward thinker and a good leader for our shipping and receiving clerk position. This position requires that all processes and procedures to be followed. Maintain a clean environment in order to ship and receive production and materials. Ensure all production items are shipped out to the correct customer. This position requires the clerk to receive, inspect and log shipments of raw material and supplies as well as load and unload freight to and from trucks. The clerk will be responsible to match incoming shipments against purchase orders to ensure quantity accuracy and quality. The receiving clerk must have a basic math and computer skills and be detail oriented. This position also has the potential for advancement depending on reliability and performance.

Position Responsibilities:

- Clean and Organize Inventory
- Must be able to lift 40lbs
- Must have attention detail
- Must be able to read and understand directions given
- Forward Thinking
- Must have basic computer skills
- Must have basic math skills
- Manage Team and Inspire Team Environment
- Able to match and identify product to work orders
- Staying on Task
- Communicate Proficiently with Team and Management

Position Qualifications:

We are seeking an individual that is looking for an opportunity to help the success of our Shipping & Receiving Department. We are seeking an individual that is looking to learn new skills and abilities.



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Additional Information:

- Starting Wage \$11.00, with the possibility of \$1 raise after 90 days
- Monday through Friday 7 am to 3:30 pm

If your qualifications meet our requirements and you are interested in this opportunity, please submit your resume.