



Domaille Engineering, an ultra-precision design and manufacturing company, is currently accepting applications / resumes for a Shipping & Receiving Clerk.

Core Responsibilities:

- ❑ Packages outgoing parts (finished and in-process) for safe shipment.
- ❑ Assist with receiving of incoming shipments, verifying quantities, origin of sender, and matching up receivables with correct paperwork.
- ❑ Document packaging procedures (written and photograph).
- ❑ Assist with hand counts, parts counting scale and maintaining quantities in ERP system.

Critical Elements:

- Inspects outgoing items for damage and overall quality.
- Keeps shipping/receiving area and storerooms clean and orderly.
- Maintains inventory of shipping materials and supplies.
- Demonstrates cooperation and teamwork with co-workers, management, and outside contacts.
- Promotes a positive environment through what is said and by setting an example.
- May operate the semi-automated band saw, cutting materials to length as directed.
- Other general organization duties as assigned.

Education/Experience: High school graduate, experience in a manufacturing environment a plus.

Skills: Mechanical aptitude, ability to read a tape measure and/or dial calipers required. Must be able to read and interpret documents, write sample reports and correspondence, and convey appropriate message to vendors, customers and freight carriers. Basic computer skills.

Domaille Engineering provides an atmosphere where your creativity and skills will contribute to the growth of the company and the advancement of the team. We offer a comprehensive benefits package. To learn more about our products, services and company, visit our website www.DomailleEngineering.com.

Please email your resume to jobs@domailleengineering.com or mail to:

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