

# ROGERSON KRATOS



Displays Flight Intelligence

## **Sr. Shipping/Receiving Specialist**

Rogerson Kratos – Pasadena, CA

Rogerson Kratos, an aircraft manufacturer of various Displays and Flight Intelligence equipment is looking to add another team member to the shipping and receiving department. Some of the responsibilities included, but not limited to preparing shipping/receiving operations, and verifying correctness of goods against purchase order documentation. Package finished goods in a timely manner. Restock materials and supplies, perform cycle counting, and general house keeping duties. Must have general knowledge of warehouse and stockroom operations, (shipping/receiving, materials kitting, parts put-away), and data entry using an ERP software.

### **Job Requirements:**

- Two-to-three years of experience in shipping and receiving in a warehouse or manufacturing environment
- Familiar with shipping software such as Fed-X Ship Manager, and/or UPS Worldwide online shipping methods (Domestic/International)
- Knowledge of Microsoft Outlook, Excel, Word, is a plus
- Must have good communications skills and attention to detail
- Communicating with Purchasing and Planning personnel on Issues or discrepancies with purchase orders, outside process jobs, and rework orders
- Communicating with quality department on a daily basis for units on a production schedule ready for shipment
- Knowledge of RTV (Return to Vendor) process, Production units, as well as repair units on warranty or upgrade
- Ability to multi-task as some assignments may change on a daily basis

**Other Responsibilities:**

- Cycle Counting, and basic math skills
- Run Inventory reports to confirm stock balances, daily shipments, QA inspection, and other data and distribute to management
- Assist the Stockroom/Warehouse Supervisor with inventory control tasks and various special projects when required

**Education:**

High School Diploma

Job Type: Full-Time

Job Location: Pasadena, CA

Please forward your resume with a salary history

\*Rogerson-Kratos and its affiliated companies are an equal opportunity employer.