

JOB DESCRIPTION

Title: Shipping/Receiving/Incoming Inspection Clerk

Reports To:

Laboratory Manager

Work Hours:

Part time, Monday through Friday, 9:00 AM to 3:30 PM with 0.5h lunch break (30 hours per week) or mutually agreed upon.

Roles and Responsibilities

Perform all shipping and receiving tasks and incoming inspection tasks for Experior Laboratories overall operations.

- Unpack and label incoming customer samples for each project by project number
- Keep a record of all received samples by project number
- Pack customer samples which are ready to be returned; ensuring the samples sent back equals the quantity of samples received (and in coordination with project engineers)
- Check in and keep appropriate records for all other received items including
 - Experior Labs owned instrumentation from outside calibration vendors
 - fiber optic test instruments received from Experior Labs customers or calibration
 - purchased material and consumables from vendors and suppliers
- Ensure Fluids and Materials spreadsheets are correct and oversee and maintain the inventory of test fluids (in collaboration with engineering and the lab manager)
- Collect and ship out Experior Labs test equipment for calibration (in collaboration with the QA manager) possibly maintaining a list as to when an item was sent out and when it was received back
- Assist purchasing department as needed.
- Perform incoming inspection tasks for all customer supplied test samples and calibration equipment
- Maintain inventory of packaging material as needed
- Prepare shipping paperwork as needed
- Complete all documentation related to incoming materials, instrumentation, and customer samples
- Help write and refine applicable procedures around shipping/receiving and related duties.
- Execute tasks in compliance with Experior Laboratories quality management system

Requirements (Special Knowledge, Education, Ability and Skills)

- Exhibit diligence in executing work instructions (must have)
- Demonstrate proactive, detail oriented, and thorough work ethic
- Must be able to follow work instructions (verbal and written)
- Must show proficiency in use of popular computer software products (Microsoft Office, etc)
- Must work well in a team environment
- Must have > 5 years of relevant experience
- Education: none formally required
- **US Citizenship or US Permanent Resident status is required**

Other Information

- Physical requirements: Lifting 20 lbs.
- Standing / Sitting: 60%/40%

Applications MUST be submitted through the Experior Labs website and must include a cover letter.
Please visit the following site to submit your application.

<http://www.experiorlabs.com/careers>

Experior Laboratories
1635 Ives Ave.
Oxnard, CA 93033