



capital avionics  
INCORPORATED

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## Shipping and Receiving Clerk – Shipping and Receiving Job Description

**Title** Shipping and Receiving Clerk  
**Department(s)** Shipping and Receiving; Tallahassee, Florida  
**Reports to** Stockroom Manager; Tallahassee, Florida

### **JOB SUMMARY**

#### **You will be responsible for**

- Receive and process incoming items
- Verify items received by checking identifying information of items; inspecting condition of items; comparing count/measure of items to purchase order and packing list
- Maintain inventory by labeling and placing items in stock; report items to be reordered
- Prepare items for shipment
- Perform data entry tasks
- Maintain company repair station manuals
- Perform customer service duties to include phone and electronic communication methods
- Perform inventory counts on an on-going basis
- Maintain inventory operations by following policies and procedures; report/recommend needed changes

### **MINIMUM REQUIREMENTS**

- High School diploma or equivalent
- Background in shipping and receiving/inventory control
- Military background in inventory control desirable

### **PERSONAL ATTRIBUTES REQUIRED**

Self motivated  
Ability to work independently or as part of a team when required.  
Good computer and organizational skills  
Follow company and regulatory policy

### **Salary**

Capital Avionics, Inc., provides a full benefits package with health and retirement plans. Starting salary for this position is \$8.50 to \$10 / hour, depending upon previous experience.

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**Additional information** We are an Equal Opportunity Employer that promotes a drug and alcohol free work environment.