

Aero Components, LLC, founded in 1978, is an OEM approved, full service manufacturer of complex bonded and composite assemblies. Our motto is Always Committed to Improvement. This core belief and operating philosophy is instilled in all of our team members so everyone feels empowered to perform their operation to the utmost quality standard.

We are currently looking to add a 1st shift receiving/driver/inventory specialist to the team due to growth! 1st shift is Monday – Friday from 7:00 am – 3:30 pm.

This individual will be responsible for driving a box truck, checking and unloading incoming raw material shipments to ensure that products meet purchase order requirements, as well as other receiving/inventory tasks as needed.

Job Duties/Requirements:

- Receive incoming items.
- Verify material paperwork and certifications.
- Stock and maintain warehouse inventory.
- Work in coordination with production to match materials to work orders and perform material verification.
- Assist with material transit to production staging areas.
- Drive a 16 ft. box truck.
- Notify purchasing of any discrepancies with shipments or freight damage for resolution.
- Pick raw material from storage areas and issues material to jobs to support production, accurately recording such transactions in system.
- Delivers received/picked material to proper department or inspection area, performing all move transactions in system.
- Maintains accurate counts of parts; stores parts in appropriate locations with labels or tags as required; transfers parts in system to match physical locations.
- Maintains clean and organized storage and warehousing facilities.
- Works with inventory control to perform cycle counts and reconcile as needed.
- Works with other material handlers to resolve inventory count/location discrepancies.
- Safely operates material handling equipment to perform job functions.

Qualifications:

- 3 years inventory/ warehousing experience
- Familiarity with manufacturing processes and environments
- Forklift experience
- Intermediate computer skills

Physical Demands:

Stand, walk, push, pull, reach overhead, and bend to the floor, as well as, exert 20 to 50 pounds of force occasionally, and/or exert 10 to 25 pounds of force frequently, and/or exert up to 10 pounds of force constantly to move objects.

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Aero Components is registered with the U.S. State Department's Directorate of Defense Trade Controls (DDTC) and complies with requirements under the International Traffic in Arms Regulations (ITAR).