



Shipping and Receiving Clerk

Summary:

Haigh-Farr is a premier antenna design and manufacturing house developing products used across all platforms in the aerospace industry. In our 50 year history we have enjoyed steady, planned growth. In 2019 Haigh-Farr plans to further expand our team, facility and capabilities to meet increasing demand.

Haigh-Farr is seeking a Shipping and Receiving Clerk with manufacturing experience performing a variety of process steps used in our shipping and receiving departments. The ideal candidate will work well with colleagues to complete tasks on schedule and to expectations, while maintaining a high level of expertise and professionalism.

Responsibilities:

- Assisting the Quality Manager with minimal supervision in preparing all packaging and shipping requirements for products to our customers.
- Assist with incoming receipt processes. Maintain part traceability.
- Shipping and Receiving of our products to ensure they meet customer driven requirements.
- Ensures the accuracy of all shipping documentation
- Maintains inventory of shipping materials and supplies.
- Maintain a clean and safe work area.
- Verifies and keeps records of outgoing shipments.
- Maintain shipping procedures.
- Assisting with QA tasks as needed.

Knowledge & Skills:

- Shipping and Receiving experience.
- Strong computer skills using all Microsoft Office products.
- Strong attention to detail and able to work independently with a high degree of efficiency.
- Excellent communications skills – verbal and written.



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Qualifications:

- High School Diploma or Equivalency.
- Related work experience in manufacturing environment a plus
- U.S. citizenship required, with security clearance or ability to obtain security clearance

Why should you join Haigh-Farr?

Haigh-Farr is a fast paced, growing company that recognizes employees with a promote-from-within philosophy. We believe in a friendly work environment where employee contributions are well received and a key component to our success. RF Engineers are exposed to all aspects of the project as design, manufacture and test are all done in our Bedford, NH facility. With an expansion currently underway, Haigh-Farr is planning for growth and will be increasing our manufacturing and testing capabilities adding the latest technology. Please see more details about our benefits below.

- Health Insurance Plan with Health Reimbursement Feature, Dental Insurance and Vision Insurance
- Flexible Spending Accounts – Health and Dependent Care
- Company Paid Disability Insurance and Group Term Life Insurance
- Paid Vacation, Holidays, and Sick Time
- 401K with Company Match and PSP option
- Competitive salary, commensurate with experience and capabilities. Yearly bonus incentive.
- Company Sponsored Social Events – pizza luncheons, golf outings, food truck BBQ luncheons, Holiday Parties
- Wellness Prevention – Annual In-House Flu Clinic, Gym Membership discount through Health Insurance Plan