



Shipping/Receiving Clerk

Summary:

Haigh-Farr is a premier antenna design, manufacturing and test house developing products used across all platforms in the aerospace industry including missions to Mars, the International Space Station and products fielded to the U.S. Military supporting the warfighter. In our over 50-year history we have enjoyed steady, planned growth. In 2021, Haigh-Farr plans to further grow our team and capabilities to meet increasing demand and to expand into new markets and antenna technologies.

Haigh-Farr, a New Hampshire based company, is seeking a Shipping/Receiving Clerk with manufacturing experience performing a variety of process steps used in our 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:

- Utilizing the incoming receipt processes.
- Maintaining part traceability.
- Receiving and unboxing incoming deliveries while checking contents against packing slips.
- Checking for damaged goods.
- Ensuring accuracy of receiving documentation.
- Documenting and logging all inbound receipts.
- Routing items timely to appropriate departments.
- Keeping receiving area clean, organized, and free of hazards and obstructions.
- Assisting with shipping tasks as needed.

Knowledge & Skills:

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



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- Excellent communications skills – verbal and written.
- Ability to maintain a positive attitude when responding to multiple requests.
- Ability to prioritize workload.

Qualifications:

- Minimum High School Diploma or GED
- Related work experience in manufacturing environment a plus
- U.S. citizenship required, with ability to possess a 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. Our facility features state of the art technology and the latest manufacturing and testing capabilities. Please see more details about our benefits below:

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

Equal Opportunity Employer/Veterans/Disability