



Genesis Engineering Solutions, Inc.
4501 Boston Way
Lanham, Maryland 20706
www.GenesisESI.com

Job title: Shipping/Receiving Clerk

All times are in Eastern Standard Time.

Requisition ID: 2021-5

Job Locations: US Lanham, Maryland

Posted Date: 2/5/2021

Industry: Aerospace

Company: Genesis Engineering Solutions, Inc.

Required Clearance to Start: Background check

Classification: Exempt

Duration: Full Time

Time Commitment: 40-hour week

Salary range: Salary will commensurate based on experience

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

JOB DESCRIPTION:

Genesis Engineering Solutions receiving department is seeking a shipping/receiving clerk.

The person selected for this position will process all incoming material, inventory, and non-inventory, by implementing procedures and with a computerized purchasing/inventory control system, to show accountability of receipt of goods and to create the documents that begin the traceability loop for manufacturing / finished goods materials.

RESPONSIBILITIES:

- Receive material from vendors and in-house manufacturing by verifying pieces received, unloading freight, analyzing shipper's packing documents, and process receipts on computerized purchasing/inventory control system.
- Verify contents and prepare inventory items for the inspection process according to written procedures.
- Receive process, store, and deliver other purchased goods to personnel throughout the facility.
- Process paperwork/transactions using the electronic system to provide accurate inventory and receipt information.
- Assist in Warehouse and Shipping activities as required.
- Maintain a clean and organized warehouse/receiving area.
- Assist in physical inventory and cycle counts as required.

Required Knowledge, Skills and Abilities

- Must have good communication skills.
- Must have basic computer skills.
- Must be able to work in a team environment and interact in a positive manner with employees at all levels.
- Ability to operate material handling equipment.

EDUCATION:



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- Must have High School diploma or equivalent.
- Experience in receiving in a manufacturing environment is a plus but not required.
- Multi-tasking capabilities

Quality Requirements

- Build Quality into all aspects of their work by maintaining compliance to all quality requirements.
- Attend all required Quality & Compliance training as required.
- Adopt the "Beyond Compliance Quality Culture" in the work environment; always meet and exceed requirements.

Environmental/Safety/Physical Work Conditions:

- Responsible for bringing to the attention of management any potential improvements that could reduce our environmental impact or to report activities that could result in a negative impact to the environment.
- Responsible for understanding and conforming with the Health and Safety Policy to ensure that the significant risks that relate to actual or potential hazards with their work are identified.

Benefits:

401(k)
401(k) matching
Profit Sharing
Dental insurance
Disability insurance
Employee assistance program
Flexible spending account
Health insurance
Life insurance
Paid time off
Parental leave
Tuition reimbursement
Vision insurance

Supplemental Pay:

Bonus pay

COVID-19 considerations:

We are working in the facility during the current pandemic. Employees' safety and health concerns are totally respected.

Company's website:

<https://www.genesisESI.com>

AAP/EEO Statement

We consider all applicants for positions without regard to sex, religion, race, color, age, disability, sexual orientation, marital or veteran status, national origin or genetic' information or any other similarly



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protected status. We also comply with all applicable laws governing employment practices and do not discriminate based on any unlawful criteria.

If you meet these qualifications and feel this will be a good fit for you, please apply by sending us a cover letter and resume. Your cover letter should help us get to know you in a way your resume doesn't.

Please send resumes to OpenPositions@GenesisESI.com , to apply.

ABOUT GENESIS ENGINEERING SOLUTIONS INC:

Established in 1993, GES, Inc. has built a reputation for being on the "Genesis" of cutting-edge technologies coupled with engineering development. This innovation has led to the delivery of space flight hardware for some of NASA's flagship missions such as the Hubble Space Telescope (HST), logistic supply to the International Space Station (ISS), and the company's current participation with the James Webb Space Telescope (JWST) to name a few. GES has been recognized by the Prince Georges TECH Council, winning Small Business Awards in 2006. NASA's Office of Small Business Programs awarded Genesis as GSFC's Small Business Prime Contractor of the Year 2011. The Aerospace Division has a rich history in which GES has protected over 150 critical parts into orbit for Hubble Space Telescope servicing missions and has delivered hardware for NASA's Solar Dynamic Observatory (SDO), GPM, MMS, ASTRO- H, and many other projects. Genesis is currently building flight electronic assemblies utilizing compact PCI connectors, and high-density ceramic column grid array (CCGA) and ball grid array (BGA) surface mount technology. Genesis Commercial Technologies Division is developing a Single Person Spacecraft (SPS) for the purpose of servicing the ISS, space telescopes, and for asteroid exploration.