



## **Job title: Shipping and Receiving Specialist**

*All times are in Eastern Standard Time.*

**Requisition ID:** 2022-6

**Job Locations:** US Lanham, Maryland

**Posted Date:** 6/3/2022

**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

### **JOB DESCRIPTION:**

Genesis Engineering Solutions is seeking a Shipping and Receiving Specialist. The General Responsibilities are to manage incoming and outgoing packages in a warehouse. Job duties include local deliveries to customers, tracking inventory, keeping accurate records, packaging, and weighing items, printing shipping labels and postage, inspecting goods received for damage, and distributing products to other departments

### **EXPERIENCE:**

- Proven working experience as a Delivery Driver
- Valid driver's license
- Ability to operate forklifts
- Excellent organizational and time management skills
- Great driving record with no traffic violations
- High school diploma

### **SKILLS & ABILITIES:**

- Deliver a wide variety of items
- The ability to lift 35lbs
- Familiarity with Microsoft Suite, ability to learn various software systems including Deltek Costpoint
- Follow routes and time schedule
- Load, unload, prepare, inspect, and operate a delivery vehicle
- Complete logs and reports
- Organizational skills keep workspace tidy
- Follow regulations and safety standards
- Communicates clearly and effectively
- Demonstrates professional and polite demeanor with customers

### **Benefits:**

401(k)  
401(k) matching  
Profit Sharing  
Dental insurance  
Disability insurance  
Employee assistance program  
Flexible spending account



Genesis Engineering Solutions, Inc.  
4501 Boston Way  
Lanham, Maryland 20706  
[www.GenesisESI.com](http://www.GenesisESI.com)

- Health insurance
- Life insurance
- Paid time off
- Parental leave
- Tuition reimbursement
- Vision insurance

**Supplemental Pay:**

- Bonus pay (discretionary)

**COVID-19 considerations:**

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

**Vaccination requirement:**

The Safer Federal Workforce Task Force's Sept. 24 addressed President Joe Biden's Executive Order 14042, which requires federal employees and contractors to be vaccinated against the coronavirus. Federal employees will need to be fully vaccinated against COVID-19 by Nov. 22 and contractors by Dec. 8.

Federal employees hired after Nov. 22, 2021, will need to be fully vaccinated prior to their start date.

**Reasonable Accommodations:**

Applicants in need of an exemption from vaccination requirements due to a medical reason or because of a sincerely held religious belief may submit a request for a waiver from the vaccination requirements.

If you have any questions about this offer, feel free to give me a call, 240-582-3537. We look forward to your acceptance of this offer and to a mutually beneficial relationship.

**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 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](mailto:OpenPositions@GenesisESI.com) , to apply.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.