



## IONBOND - THE SURFACE ENGINEERS

Ionbond is a global, yet local company, where we work in a dynamic environment and where employees are able to make a difference. We provide thin-film coating services and operate 37 coating centers in 16 countries. Our coatings are used to improve durability, quality, functionality, efficiency and aesthetics of tools and components. Ionbond is a global leader in PVD, CVD and PACVD coating technologies.

### Receiving Clerk – Madison Heights, MI

The Receiving Clerk is responsible for accurate order entry into the CRM system when customer orders are received, ensuring that the proper Ionbond™ family of coatings and services are applied. This position works closely with Customer Service, Shipping, and Delivery to support on-time customer delivery schedules. This position reports to the Customer Service Manager and Plant Manager of the facility.

#### WHAT DEFINES THIS JOB?

- Receive, inspect, verify incoming customer orders
- Use of calipers, scales, and other measurement tools as needed
- Enter accurate data related to customer orders into the company CRM (Microsoft Dynamics, Navision)
- Assist in the loading and unloading of deliveries in the shipping/receiving department
- Maintain inventory of shipping supplies
- Maintain a neat and organized workspace
- Maintain order records, job traveller documents
- Communicate with management regarding any job or order related issues
- Comply with company and department policies as applicable
- Assist with Shipping and Delivery as needed

#### WHAT DO WE ASK?

- Minimum level of education is High School Diploma, but Associate Degree preferred
- 2+ years of shipping and receiving experience in an industrial service industry
- Experience with FedEx and UPS World Ship shipping platforms
- Valid driver's license and good driving record
- Valid Hi-Lo/Forklift License is preferred
- Able to read blueprints
- Detail oriented and organized
- Excellent written and verbal communication skills
- Able to use a PC and related office software (Microsoft Office)
- Able to maintain a positive attitude and work as a contributing member of a team
- Desire to learn and grow in the position
- Must be eligible to work in the U.S.

#### WHAT DO WE OFFER?

Our employees are our single most valuable assets! We offer you a place to work with international and local growth opportunities. We work in a diverse environment where we embrace teamwork and innovation that drives us towards new applications and customer service excellence. We offer a competitive compensation including but not limited to; medical & dental benefits, flexible spending accounts, life insurance, short term & long term disability, PTO, and 401(K) retirement plan with company match, and much more.

#### INTERESTED IN THIS JOB?

Please upload your resume and optional cover letter to the following site: <http://indeedjobs.com/ih-ionbond-inc/h/en>

For our Privacy Policy for Job Applicants please click [here](#).