



Shipping Receiving Clerk – Chicago, IL

Are you passionate about providing excellent customer service and being a key member of a team? Are you interested in working in a manufacturing environment with a high level of customer interaction? Ionbond is seeking a Shipping Receiving Clerk to work side-by-side with the Customer Service team to continually exceed customer expectations by providing high quality Ionbond™ coatings and services. If you have a background in shipping and receiving and can bring your energy, openness to challenge, and commitment to quality, then this role could be a perfect career opportunity for you. This position reports to the Customer Service Manager of the Coating Center located in West Chicago, IL.

Ionbond – The Surface Engineers™

Ionbond is a global, yet local acting, company where we work in a technical innovative environment. Our employees make a difference for companies in medical, automotive, aerospace and decorative industries with providing thin-film coating services. We operate 35 coating centers in 15 countries over 3 continents. 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.

What defines this job?

- Works closely with Customer Service and Operations to advise of any issues with customer orders
- Verifying count and visually inspects incoming customer objects.
- Inspect, package and ship orders consistent with customer and company requirements
- Loads and unloads trucks with the use of a walk-behind forklift
- Maintain inventory of shipping supplies
- Maintain all assigned records and is responsible for the accuracy of all documents.
- Maintain work area in a neat and orderly condition. Works safely and complies with all established safety rules and work practices
- Keeps supervisor informed of job-related problems and other information related to work activity and performs related work as apparent or assigned.
- Displays proficiency with CRM software, ability to learn quickly
- Displays proficiency with UPS Worldship, Fed-ex and freight carriers
- Other related duties as apparent or assigned

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 etc.....

- International and local growth opportunities
- Diverse work environment where we embrace teamwork and innovation that drives us towards new applications and customer service excellence
- Competitive compensation package; salary based on experience
- Medical, vision, dental benefits with affordable premiums and annual deductibles
- Flexible spending accounts (medical and dependent care)
- Life insurance
- Short-term & long-term disability
- Employee assistance program
- Generous Paid Time Off
- Tuition Reimbursement
- 401k Safe Harbor Retirement Account plus company match

What do we ask?

The preferred candidate will have the following: High School Diploma; Associate Degree in General or related field is a plus. One to three years' experience working in a shipping/receiving role in a manufacturing environment. Strong attention to detail and accuracy skills. Experience with FedEx, UPS, and other related shipping platforms. Ability to read fine print as small as 6 font, distinguish colors, and sit/stand for long periods of time. Basic PC skills, including the ability to type and use MS Office software. Strong communication skills; both verbal and written. Strong work ethic, organization, and time management skills. Must be eligible to work in the United States without sponsorship.

Interested in this job?

Please upload your resume and optional cover letter to the following site: <https://www.indeed.com/cmp/Ihi-Ionbond-Inc.-1>

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