

Parts Picking, Shipping, and Receiving Specialist

Are you detail-oriented with a knack for organization and efficiency? Our company is seeking a proficient Parts Picking, Shipping, and Receiving Specialist to join our team. As an integral part of our operations, you will play a crucial role in ensuring the accurate picking, packing, and shipping of parts, as well as managing incoming shipments. If you have a strong work ethic, excellent organizational skills, and a commitment to quality, we invite you to apply and become an essential part of our team.

About the Company

Connection Technology Center (CTC) is the global leader in the design & manufacture of cutting-edge vibration analysis hardware for machine condition monitoring. As a family-owned & operated business for 30 years, we are proud to play a crucial role in preventing operational disruptions, financial losses, and safety concerns for heavy industry. From small scale manufacturing to Fortune 500 companies in Paper & Pulp, Auto & Steel, Food & Beverage, Pharmaceutical, Mining and many more, our mission is to create products that help ensure seamless operational uptime and contribute to a safer, more efficient manufacturing future.

Main Responsibilities

Parts Picking:

- Efficiently pick electronic components and materials from designated locations based on production orders.
- Ensure accurate quantities and inspect parts for quality before delivery to the production floor.

Shipping:

- Prepare and package finished products for shipment, ensuring compliance with shipping regulations and industry standards.
- Generate shipping labels, documentation, and coordinate with carriers to schedule pickups.
- Load freight trucks for deliveries.

Receiving:

- Unload freight trucks, receive and sort incoming materials, and verify their accuracy against purchase orders.
- Enter received parts into MRP system.
- Inspect received items for damages and report discrepancies to the appropriate teams.

Inventory Management:

- Maintain accurate records of inventory levels for electronic components and finished products.
- Conduct regular cycle counts and assist in periodic physical inventory checks.

Quality Assurance:

- Collaborate with quality control teams to ensure that received and shipped materials meet quality standards.
- Report and address any quality issues promptly.

Documentation and Recordkeeping:

- Complete and maintain accurate documentation for all parts picking, shipping, and receiving activities.
- Generate and update reports related to inventory levels, shipments, and receiving.

Communication and Collaboration:

- Communicate effectively with production teams, procurement, and other departments to ensure alignment in material flow.
- Report any known product or material defects to the production supervisor.
- Collaborate with carriers, suppliers, and logistics partners to facilitate smooth transactions.

Requirements

- High school diploma or equivalent required; additional training or certifications in logistics or materials management is a plus.
- 1+ year of proven experience in parts picking, shipping, and receiving, preferably in an electronics manufacturing environment.

Knowledge, Skills, and Abilities

- Familiarity with inventory management systems and basic computer skills.
- Basic proficiency in Microsoft Office programs such as Word, Excel, and Outlook.
- Excellent communication, interpersonal, and collaboration skills.
- Ability to work in a fast-paced and dynamic environment.
- Strong analytical and problem-solving skills.
- Ability to work independently and collaboratively in a team environment.

Work Location

This in-person position will work out of the Victor, NY facility.

Salary Range: \$20 - \$22 per hour based on experience

Benefits

- Health Insurance
- Dental Insurance
- Vacation Time
- Sick Leave
- Company-wide shutdown from Christmas to New Year's
- 401K plan with Employer Match
- Summer golf membership to Bristol Harbour Private Golf Course

How to Apply

Please apply here: <https://www.ctconline.com/opportunities/employment/>

Connection Technology Center (CTC) is an equal-opportunity employer. NYS law prohibits discrimination because of age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, marital status, domestic violence victim status, carrier status, gender identity, prior conviction records, prior arrests, youthful offender adjudications or sealed records unless based upon bona fide occupational qualification or other exception, or any other protected characteristic as outlined by federal, state, or local laws.