



RECEIVING/MATERIALS COORDINATOR

Raptor Scientific, a Global Aerospace & Defense Test and Measurement Company, is seeking a full-time motivated individual who will have an opportunity to develop their skillset and work in a dynamic growing company. The primary focus of this role is to support receiving, inventory control, shipping and warehouse tasks. This person must be able to read and follow directions and provide the ability to use personal computers and related software applications. The ideal candidate should possess efficient organizational skills, effective written and oral communications with an ability to provide strong attention to detail and quality. In addition, this position requires good time management, follow-through skills and the ability to manage multiple tasks to meet shifting deadlines. This position reports to the Materials Supervisor and relies on instructions and preestablished guidelines to perform the functions of the job.

As part of the Raptor Scientific Family, the RF Systems (RFS) group specializes in radar cross section (RCS) measurements and is constantly innovating to produce the next generation of radar systems. RFS has a multifaceted team that develops cutting edge measurement systems in support of the Aerospace and Defense industry. Our team is focused on customer needs and providing full spectrum support including engineering, field measurement, software development and manufacturing.

We are conveniently located off I-580 and Greenville Road providing easy access to South Bay and Valley commuters. You can learn more about our company by visiting our website at: [Global Provider of Test & Measurement Solutions | Raptor Scientific \(raptor-scientific.com\)](http://GlobalProviderofTest&MeasurementSolutions|RaptorScientific(raptor-scientific.com)). The full-time hours for this position are Monday through Thursday, 7:30 a.m.–5:00 p.m. and every other Friday 7:30 a.m. - 4:00 p.m. A full benefits package is available after 90 days.

PRIMARY RESPONSIBILITIES

- Receive incoming shipments and verify quantities, inspect for visible damage, and enter into ERP system.
- Coordinate with Purchasing regarding shortages, incorrect shipments, or damaged goods
- Label incoming material and deliver to warehouse, inspection, or production
- Maintain accurate inventory records and perform cycle counts
- Prepare materials for shipment to customers or outside processing vendors
- Ensure compliance with quality standards, traceability requirements, and documentation procedures
- Supports the performance of inventory cycle counts.
- Maintain Safety Data Sheets for purchased chemical products
- Provide general maintenance of the facility to include sweeping, emptying trash and recycle, unloading and filling supplies, and running errands.
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- Provide accurate, complete, and timely data entry and documentation
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REQUIREMENTS



- 2 – 4 years' work experience; training will be provided
- Requires strong computer literacy and ability.
- Physical ability to lift, push, or pull up to 40 pounds or assist in lifting large items.
- Effective communication skills for taking instructions, communicating with managers and co-workers and following directions.
- Flexible and adaptable to meet changing needs within the department.
- Required to be on feet for up to 8 hours per day.

OTHER SKILLS

- Quick learning ability.
- Certified Forklift experience a plus.
- Experience in shipping a plus.

EDUCATION

Requires a high school diploma or its equivalent.

Please send resumes to: rfs-recruiting@raptor-scientific.com

Applicants must be authorized to work in the United States. To comply with U.S. Export Control Regulations, candidates must be eligible to receive any required authorization from the U.S. Government.

Raptor Scientific is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to disability, veteran status, or any other characteristic protected by law.