RAPTOR SCIENTIFIC
JOB POSTING

Receiving/Materials Coordinator

Company	Raptor Scientific
Location	Livermore, CA 94550 (On-site / In-person)
Job Type	Full-time
Schedule	9/80 Schedule: Monday to Thursday 7:30 a.m. to 5:00 p.m., every other Friday 7:30 a.m. to 4:00 p.m.
Reports To	Operations Manager
Benefits	Full benefits package available after 30 days

BUILD TECHNOLOGY THAT MATTERS

Raptor Scientific is a leader in advanced aerospace test and measurement technology. At our growing Livermore site, we design and build sophisticated RF measurement systems and ultra-precise pressure, force, and calibration instrumentation for Aerospace and Defense applications where performance and reliability are critical.

This is not repetitive warehouse work. As a Materials Coordinator, you'll keep the flow of materials accurate, organized, and moving so builds never stall. You'll receive and route incoming stock, run cycle counts, manage inventory records, and help ensure every build has exactly what it needs, when it needs it.

Our Livermore operation is expanding, creating opportunities for talented team members to broaden their capabilities, take on greater responsibility, and grow alongside the organization. We're building a high-performance culture centered on ownership, continuous improvement, and technical excellence.

If you take pride in exceptional craftsmanship, enjoy solving real hardware challenges, and want your work to contribute to mission-critical technology, you'll find an opportunity here to make an impact and keep raising your technical game.

THE WORK

- **Receive shipments:** Accept incoming freight, verify quantities against paperwork, inspect for damage, and log data accurately into the ERP system.
- **Route materials:** Label all incoming stock and transport it to its proper location in the warehouse, inspection zone, or production floor.
- **Manage inventory:** Run regular cycle counts and maintain organized inventory records that the production team can fully trust.
- **Log logistics:** Prepare and secure outbound shipments for customers and outside manufacturing processing vendors.
- **Maintain quality:** Follow strict quality, traceability, and documentation standards for all aerospace materials.
- **Support facilities:** Pitch in on general facility upkeep, warehouse organization, and occasional local business errands.

WHAT YOU BRING

- **Work experience:** 2 to 4 years of general work experience. We will train you on our specific processes.
- **Computer literacy:** Comfortable navigating computers and capable of learning new inventory software systems quickly.
- **Physical ability:** Comfort standing on your feet for most of an 8-hour shift and the ability to lift, push, or pull up to 40 pounds.

- **Education:** High school diploma or equivalent is required.
- **Desirable skills:** Certified forklift experience or a background in industrial shipping and receiving is a plus.

WHAT MAKES YOU A FIT HERE

Technical skills get you the interview, but your mindset determines your success on our floor. We look for individuals who embody these core values:

- **Bias for Action:** You see a part shortage or a damaged shipment and start solving it right away instead of waiting for someone else to step in.
- **Intellectual Curiosity:** You learn how materials flow from receiving all the way to the build floor so you can spot issues before they slow anyone down.
- **Clear Communication:** You tell the purchasing team about an inventory shortage the moment you spot it instead of hoping it works itself out.
- **Likes to Win:** A clean, accurate cycle count feels like a victory to you because you know what it costs everyone downstream when the count is wrong.

TO APPLY

Please send your resume directly to: rfs-recruiting@raptor-scientific.com.

Applicants must be authorized to work in the United States and eligible to receive any required U.S. Export Control authorization. Raptor Scientific is an equal opportunity employer.