RAPTOR SCIENTIFIC
JOB POSTING

Shipping/Receiving Clerk

Company	Raptor Scientific
Location	Livermore, CA 94550 (On-site / In-person)
Job Type	Full-time, Non-Exempt
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	Production Supervisor/ Manufacturing 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 more than a traditional shipping and receiving role. As a Shipping & Receiving Clerk, you'll be responsible for keeping materials, components, and finished products moving accurately and efficiently throughout our operation. You'll receive incoming shipments, coordinate outbound deliveries, maintain inventory accuracy, and support production by ensuring parts and products are where they need to be, when they need to be there.

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 organization, accuracy, and helping teams succeed through dependable execution, you'll find an opportunity here to make an impact while contributing to mission-critical technology.

THE WORK

- **Coordinate outbound shipments:** Pick, pack, label, and prepare products and materials for shipment to customers, vendors, and other company locations. Ensure shipments are accurate, complete, and delivered on time.
- **Receive incoming materials:** Verify received goods against purchase orders, packing slips, and related documentation. Inspect shipments for damage, shortages, or discrepancies and report issues promptly.
- **Manage logistics documentation:** Prepare shipping labels, bills of lading, commercial invoices, and required carrier documentation. Coordinate pickups and deliveries with UPS, FedEx, freight carriers, and other transportation providers.
- **Maintain inventory accuracy:** Enter received materials into the ERP system, apply identification labels, maintain traceability, and distribute materials to stockroom, inspection, and production areas.
- **Support manufacturing operations:** Assist with kitting, sorting, cleaning, packaging, and staging materials required for production activities.

- **Perform light assembly work:** Complete basic mechanical assembly and component preparation tasks using hand tools, work instructions, assembly drawings, and technical documentation.
- **Maintain quality standards:** Verify materials and components against work orders and bills of material while supporting quality and traceability requirements throughout the manufacturing process.
- **Keep the operation organized:** Maintain clean, safe, and efficient shipping, receiving, warehouse, and work areas while supporting inventory counts and material-handling activities.

WHAT YOU BRING

- **Work experience:** 1 to 2 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 9-hour shift and the ability to lift, push, or pull up to 40 pounds.
- **Education:** High school diploma or GED is required. Technical training or trade school coursework is a plus
- **Mechanical aptitude:** Ability to read mechanical drawings, assembly instructions, and bills of material
- **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 identify shipment issues, material shortages, or inventory discrepancies and move quickly to address them before they impact production or customer deliveries.
- **Intellectual Curiosity:** You take the time to understand how materials flow through receiving, inventory, production, and shipping so you can help improve efficiency and accuracy.
- **Clear Communication:** You proactively communicate delays, discrepancies, damaged materials, or inventory concerns to ensure smooth operations across departments.
- **Likes to Win:** You take pride in accurate shipments, organized inventory, and supporting a team that consistently delivers high-quality products on time.

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.