

Shipping and Receiving Clerk

Isolite Systems, a rapidly growing, privately held Goleta based medical technology company is looking for a Shipping and Receiving Clerk to join our Production team. Specializing in dentistry, Isolite Systems is the pioneer of innovative solutions that make the dental experience easier, faster and safer for dental professionals and their patients.

As a Shipping and Receiving Clerk, you will be responsible for completion of shipping and receiving activities for the company. Daily tasks include preparation of outbound shipments, inventory transfers, and repair/warranty transactions, including international shipments. May inspect incoming goods under Quality Management Systems (QMS) guidelines, and assemble components and/or packaging. Position is expected to consistently adhere to established standards of quality, safety, and excellence in all tasks.

Responsibilities:

- Accurate and timely processing of outgoing order shipments, including verifying accuracy, appropriate packaging, protective and sealing materials with correct shipping label; updating records in company software system; preparing international shipping documents for customs clearance and coordinate with international dealers, carriers and brokers for international shipments.
- Accurate and timely processing of incoming deliveries, including unpacking and documenting goods returned by customers in company software system; unpack and document vendor shipments in compliance with QMS guidelines; maintain log of other incoming packages and route as appropriate.
- Accurate and timely processing of repairs and warranty replacements, including test functionality of returned goods, document results in company software system, clean, repair, replace, return or scrap components as authorized within customer record.
- Assemble components or prepare kits for vendor transfer, including preparing quantities of kits and recording QMS data as required.
- Complete planned daily and weekly activities according to assigned priority, as directed by management.
- Maintain a clean and organized working area, and comply with all company rules and regulations, specifically safety.

Preferred Traits and Abilities

- Strong attention to detail, and consistent diligence in maintaining accurate records
- Must be able to lift 50 lbs.
- A solid work ethic and high level of self-motivation
- Strong time management and organizational skills
- Excellent written and verbal communication skills

Qualifications (Knowledge and Experience):

- Computer literacy: experience using Microsoft Office applications and shipment tracking software preferred
- High school degree required
- Good driving record required. May operate tire-lift truck or use a hand truck to move, convey or hoist shipments from shipping and receiving area or work area.

Isolite Systems designs innovative, ergonomically efficient products that help dental professionals work faster with less stress and fatigue. Our award-winning product has won numerous honors and the support of dentists nationwide. As we grow and expand our product offerings, we are seeking professional, enthusiastic, and self-motivated team players to be part of our dynamic team. We offer competitive salaries and benefits, and a great work environment.

Isolite Systems is an equal opportunity employer and considers qualified applicants for employment without regard to race, color, creed, religion, national origin, sex, sexual orientation, gender identity and expression, age, disability, or Vietnam era, or other eligible veteran status, or any other protected factor.

Isolite Systems is not accepting unsolicited assistance from search firms for this employment opportunity. Please, no phone calls or emails. All resumes submitted by search firms to any employee at Isolite Systems via-email, the Internet or in any form and/or method without a valid written search agreement in place for this position will be deemed the sole property of Isolite Systems. No fee will be paid in the event the candidate is hired by Isolite Systems as a result of the referral or through other means.