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## LOGISTICS CLERK

### JOB DESCRIPTION

Fast paced high tech manufacturing company in Westchester County is looking for entry level Logistics clerk for shipping, receiving, inventory and other related duties.

### RESPONSIBILITIES

- Shipping optics
- Prepare documentation for shipping
- Receiving optics, other materials
- Distributing material/optics to jobs
- Maintaining correct inventory levels
- Performing physical and cycle inventory counts when required

### QUALIFICATIONS

- Entry level position, will train on the job
- Good computer skills a must
- Must be able to work in a fast paced environment and perform multiple tasks
- Attention to detail and organizational skills a must
- Good communication skills are a must (verbal and written)
- Shipping/Receiving, manufacturing experience or UPS WorldShip are a plus
- Knowledge of any ERP system is a plus
- US Citizen or Green Card holder is a must

Note: No heavy lifting or machinery operation required

### EDUCATION REQUIREMENTS

High School Diploma (or Equivalent) or higher