

## Job Posting

Rite Track is a unique company serving the high tech semiconductor business from the Midwest. Our customer list reads like a Who's Who of Fortune 500 companies including major semiconductor, military, and aviation giants. We even played a role in putting the first rover on Mars. We are looking for a few outstanding people to help facilitate our growth and better position us for success.

### **WAREHOUSE / SHIPPING & INVENTORY ASSOCIATE**

Rite Track is looking for a full time Warehouse/Shipping & Inventory Associate responsible for organizing and maintaining product in the warehouse.

#### **RESPONSIBILITIES**

- Organize and maintain a clean warehouse
- Build crates for shipments
- Locate and pull parts for orders
- Recycling parts and components
- Perform other duties as assigned

#### **REQUIREMENTS:**

- Good work history and strong work ethic
- Good communication and organizational skills
- Mechanical aptitude with the ability to operate basic hand and power tools
- Computer skills
- Domestic shipping experience
- Ability to lift 50 pounds
- Practical warehouse experience

#### **PREFERRED:**

- Experience with domestic and international shipping
- Inventory management
- Experience with UPS WorldShip and FedEx Ship Manager
- Forklift experience

#### **EDUCATION**

- High school diploma

Applicants must have the ability to work without close supervision, give attention to detail, and manage time constraints. One must have the ability to work cooperatively and professionally with company personnel in a total quality management team. Good judgment and the ability to seek advice and assistance when needed are required.

Please send cover letter, salary requirements, and resume to: [apply@ritetrack.com](mailto:apply@ritetrack.com)

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