

## 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 outstanding people to help facilitate our growth and better position us for success.

### **SHIPPING / RECEIVING STOCKROOM ASSOCIATE**

Rite Track is looking for a full time or part time Shipping/Receiving Stockroom Associate responsible for shipping, receiving, organizing and maintaining product in the stockroom and warehouse.

#### **RESPONSIBILITIES**

- Organize and maintain inventory in the stockroom and warehouse
- Domestic and international shipping
- Receiving inventory into stock
- Locate and pull parts for orders
- Perform other duties as assigned

#### **REQUIREMENTS:**

- Good work history and strong work ethic
- Good communication and organizational skills
- Computer skills
- Strong attention to details
- Shipping experience
- Ability to lift up to 50 pounds
- Ability to obtain a forklift license

#### **PREFERRED:**

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

#### **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)