

Immediate openings for Shipping/Receiving Clerk

Barium & Chemicals, Inc. is a global supplier of specialty inorganic compounds is seeking high quality candidates who are positive, genuinely warm and friendly, self-motivated with a passion for serving others with excellence. Our products support diverse markets and industries such as the aerospace, military, automotive, mining, medical devices and supplies, and other industrial markets.

Perform general shipping and receiving functions. The position will control all documentation in the area for materials entering and leaving the facility. Utilize customer, LTL, and carriers portal to arrange shipment pick ups and deliveries. Responsible for inputting and auditing information into the computerized order entry and accounting system. Must be familiar with and able to interpret packing slips, enter into the computer the correct information, to acknowledge receipt of the goods into the purchase order and processing database. Must be capable of estimating weight, and use that information to calculate the cost of shipping and search competitive rates. Strong math skills and the ability to convert between US Imperial pounds and Metric kilograms. Prepare daily shipment documentation, fill out bills of lading, and be familiar with various forms and online portals used and required by the major freight carriers. Schedule and coordinate domestic shipments from the facility including associated documentation. Track and expedite (if necessary) through various operations accordingly to enable on time performance to customer request dates. Complete necessary export-related documentation and arrange for freight pick up for overseas shipments. Maintains knowledge of hazardous materials, proper shipping regulations, access and utilize portals associated with the hazards for Department of Transportation (DOT), International Air Transportation Authority (IATA), International Maritime Dangerous Goods (IMDG), Fed-Ex and UPS Dangerous Good systems as well as define harmonized tariff codes for international shipments: Prepare purchase requisitions to replenish shipping supplies. Superior listening, oral and written communication skills • Ability to work in a fast-paced environment • Furthermore, the candidate will assist in the implementation of improvements within the Supply Chain Management Organization and the ISO Quality System. Maintain the work area and equipment in a clean and orderly condition and follow prescribed safety regulations After successful completion of the 90-day probationary period performance increases commensurate with job knowledge and performance will be available.

Must have a reliable vehicle and/or transportation Must be able to pass a pre-employment drug screen and a national criminal background check.

Requirements • Two year associated degree or equivalent experience • One or two years of analytical experience, preferably in supply chain. • Experience in the manufacturing industry preferred. • Proficient in Microsoft Office tools (minimum: Excel, Power Point, and Word) required to accomplish day-to-day work activities and willingness to learn additional programs. Previous experience using an integrated manufacturing system is a plus • Understanding of concepts related to inventory management, export control, and shipping and receiving documentation is a plus.

Barium & Chemicals, Inc. is a drug free environment, and proud of our friendly, family-oriented culture with the following benefit programs for all fulltime employees; Health Insurance, RX plan, Dental, Vision, Term Life Insurance, Pension Plan, Paid holidays, and company paid Uniforms. Barium & Chemicals, Inc. will provide equal employment opportunities to all applicants without regard to applicant's race, color, religion, sex, gender, genetic information, national origin, age, veteran status, disability status, or any other status protected by federal or state law. The company will provide reasonable accommodations to allow an applicant to participate in the hiring process if so requested. Barium & Chemicals, Inc. is a second chance employer.

Outstanding work ethic Interested applicants should apply online for immediate consideration at www.bariumchemicals.com