

Do you want to enjoy coming to work every day? Do you believe in exceeding customers' expectations? Want to work for a company that has been voted as one of the Best Places to Work in PA six years in a row?

SilcoTek Corporation, located in beautiful central Pennsylvania, is actively searching for an Outgoing Logistics Technician to join our Manufacturing Team!

Our Outgoing Logistics Technician's primary responsibility is to ensure that our customers' parts are packaged and shipped accurately, securely, and on time.

Day to day responsibilities include:

- Responsible for picking and pulling of completed orders.
- Select proper packing materials and properly pack parts to avoid damage while in transit back to customer.
- Perform inventory transactions and finalize customer orders in manufacturing system.
- Generate customer paperwork per specified requirements.
- Act as first point of contact with carriers to facilitate shipments.
- Process domestic and international shipments—including printing of all shipping labels and required documents.
- Assist in the development and implementation of process improvements to increase productivity or to produce a higher quality product.
- Reassembly of customer products as specified by the customer.
- Maintain records and databases as required.
- Load carrier trucks daily per shipping instructions.
- Attend and participate in departmental /team meetings.
- Crosstrain in multiple areas as needed.

The ideal team member will have:

- Excellent communication, listening, and relationship building skills.
- Knowledge of manufacturing workflow (ex. Work orders, operating procedures, sales order, work instructions, etc.).
- Knowledge of ISO Standards.
- Knowledge of 5S practices and Procedures.
- Excellent organizational and time management skills. Good analytical skills and ability to execute plans with minimal supervision at higher levels of expertise.
- Knowledge of inspection processes.
- Ability to work in a fast-paced environment while maintaining a high level of attention to detail.
- Able to read drawings of customer-supplied parts.
- General knowledge of computer system functions and use, including basic computer skills (Word and Excel).
- Knowledge of safe chemical handling, safety requirements, and safety equipment use.

- Knowledge of Domestic and International Shipping Logistics.

Education, experience, work environment & physical requirements:

- High school diploma or equivalent.
- 2-3 years' experience in an ISO certified manufacturing environment preferred.
- Fork Truck and overhead crane experience preferred.
- Experience with machined parts preferred.
- Experience and/or education in importing and exporting documentation and logistics is preferred.
- Work is typically performed in a manufacturing environment.
- Significant lifting, carrying, pushing and/or pulling; frequent stooping, kneeling, crouching, and/or crawling.
- Must be able to move up to 50lbs on a regular basis, and objects up to 100lbs occasionally.

SilcoTek is proud to be an Equal Opportunity Employer