



## SilcoTek Corporation Incoming Logistics Technician Job Description

<b>Department:</b> Manufacturing	<b>FLSA:</b> Non-Exempt
<b>Reports to:</b> Manufacturing Manager	<b>Revision Date:</b> 01/04/2021

### Job Summary

The Incoming Logistics Technician is responsible for ensuring that customer parts are received in full, free of damage or other issues that may impact the coating process; Incoming Logistics Technicians must have the ability to follow instruction, accept corrections, contribute ideas, and work well as part of a team.

### Duties/Responsibilities

- Compares quantity and part number of items received with procurement data and other specifications to ensure completeness and accuracy of order.
- Visually inspect parts for damage and non-conformance.
- Work closely with incoming technical specialist and process engineering for processing guidance for difficult jobs.
- Work closely with quotes and customer service teams to clarify order discrepancies.
- Understanding of metal alloys to determine processing conformance.
- Assist in the development and implementation of process improvements to increase productivity or to produce a higher quality product by participating in process improvement teams.
- Assist with introduction of new products or experimental items into the manufacturing/testing process.
- Maintain records and databases as required.
- Attend and participate in departmental /team meetings.
- Adhere to all SilcoTek safety codes and regulations.
- Cross-train in multiple areas as needed.
- Additional duties as assigned.



## **SilcoTek Corporation Incoming Logistics Technician Job Description**

### **Required Skills/Abilities**

- Knowledge of Manufacturing Workflow, i.e. Work Orders, Sales Orders, Operating Procedures and Work Instructions
- Knowledge of ISO Standards
- Knowledge of 5S practices and procedures
- Knowledge of inspection processes
- Excellent organizational and time management skills
- Ability to work in fast paced environment, resilient
- High level of attention to detail required
- Good communication skills
- Able to operate basic equipment
- 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 safety requirements & safety equipment use.
- Ability to read Safety Data Sheets

### **Education and Experience**

High school diploma or equivalent required.

2 – 3 years' experience in an ISO certified manufacturing setting preferred.

Fork truck experience preferred.

Experience with machined parts preferred.

### **Work Environment / Physical Requirements**

Significant lifting, carrying, pushing and/or pulling; frequent stooping, kneeling, crouching, and/or crawling.

Must be able to move up to 20lbs on a regular basis, and objects up to 100lbs occasionally.