



Accurate Energetic Systems, LLC

**AES is currently taking applications for the following position:
Part-Time Receiving Clerk**

Position: Receiving Clerk- Entry Level

We are currently taking applications for review until position is filled.

Starting Pay: \$15/hour part-time

Scope of work

Candidates for this position would be required to assist the Receiving Department by reviewing and receiving packing slips against approved purchase orders, entering received goods into an inventory management system and organizing documents for filing. This position may be asked to assist with other data entry related to inventory records.

Job Requirements (all positions):

- Strong computer skills with proficiency in data entry and the Microsoft Office Suite
- Good attention to detail
- Strong organization skills and ability to keep good records
- Good written and verbal skills
- Able to work in a team environment
- Must be able to lift to 50 lbs.
- Must be at least 18 years old, possess a valid driver's license and be a US citizen

*Mobile w/o aide or accessories *Post- offer physical assessment *HSC or GED preferred

*Pre-employment & random drug screens *Tobacco free facility

*Criminal background investigation *Strict Adherence to Safety Standards

Work Location: Transportation Department

Work Environment: **1st shift, M-F, flexible schedule.** While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; climb or balance; and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and color vision. High proportion of time is spent outside.

Applications will be accepted at your local County Career Center or Workforce Essentials.

AES is an Equal Opportunity Employer- all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.

Check us out on the web:

www.aesys.biz

Facebook: <https://www.facebook.com/AccurateEnergeticSystemsLLC/>

Look for us on www.indeed.com