



Seastrom Manufacturing Company, Inc.

About Us

Seastrom Manufacturing Co., Inc. is a U.S. manufacturer of precision stamping along with standard and custom assembly hardware located in Twin Falls, Idaho. Seastrom has earned the distinction as an approved supplier for most major aerospace, automotive, and commercial manufacturers. Seastrom offers several custom capabilities including Precision Stamping, CNC Machining, Multi-Spindle Screw Machining, Four-Slide Process, Waterjet, Laser Part Marking & Engraving, Special Packaging, and Engineering assistance in developing parts that will increase value and lower costs.

Seastrom Manufacturing's investment in manufacturing capabilities and certifications assure each customer the highest level of precision. Seastrom Manufacturing is DFARS, REACH, RoHS, Nadcap, PPAP, and ITAR compliant, and is ISO9001 and AS9100 certified.

Opportunity: SHIPPING -PROCESSING CLERK

Seastrom Manufacturing is seeking a motivated and organized individual who can thrive in a fast-paced and physically demanding environment while maintaining accuracy and attention to detail. The **Shipping – Processing Clerk** is responsible for distributing job orders and purchase orders to proper areas within shipping, process customer returns, create labels for orders to be processed, and pre-count quantities for table setup.

This position requires the ability to consistently follow processes and schedules independently, with periodic interaction with managers and others. The ideal candidate will be a team-oriented individual who possesses a strong personal value commitment dedicated to professionalism, problem solving, and adaptability.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Locate, pull, and stock inventory.
- Close job orders and purchase orders.
- Print customer pick orders.
- Adjust and move stock as necessary.
- Pull parts and electronically issue parts to job orders for 'PULSTK' job orders.
- Collect, weigh, and package parts.
- Create labels and properly label packaged parts.
- Determine packaging quantities jobs orders and purchase orders.
- Create labels and sample tare for each job order and purchase order.
- Prioritize job orders and purchase orders for table personnel.
- Perform final visual quality inspections.
- Review daily Expedite List and follow through to ensure completion.
- Monitor daily Syteline reports.
- Perform with great attention to detail.
- Exhibit organization skills and attention to detail.



- Work in a safe and professional manner, keep a clean work area, and wear proper protective equipment.
- Assist in improving existing systems and procedures.
- Attend designated meetings.
- Comply with ISO/AS9100 standards.
- Other duties may be assigned.

QUALIFICATIONS:

- Must be at least 18 years old.
- Must meet "US Person" criteria per ITAR compliance regulations.
- High school diploma/GED or equivalent combination of education and experience.
- Knowledge of and/or ability to learn the company's operating software.
- Knowledge of and/or ability to learn department processes.
- Working knowledge of Microsoft Excel, Word, and Outlook
- Prefer experience in Syteline and Pacejet programs.
- Office skills on keyboard and 10-key are required.
 - Preferred typing speed of 40 words per minute.
 - Preferred 10-key speed of 8,000 keystrokes per hour.
- Able to read and speak the English language with comprehension skills sufficient to understand safety standards and job performance expectations.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to interpret instructions which may be furnished in written, oral, diagram or schedule form.
- While performing the duties of these positions, the employee is required to stand, use hands to feel/handle/grip, reach, pull, push, and lift with hands and arms. The employee frequently is required to walk, stoop, kneel, crouch, and reach. Some sitting may be required. The employee is frequently required to lift and/or move up to 10 pounds and occasionally required to lift and/or move 50 pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus. The employee is required to wear steel-toe shoes/boots and other personal protective equipment such as hearing protection.
- While performing the duties of this job the employee may occasionally be exposed to moving mechanical parts.
- The noise level in the environment is moderate to loud.

BENEFITS (*health benefits begin the first day of the month following the hire date*):

- Comprehensive benefits package including Health, Dental, Vision, Life, and Long-Term Disability
- Additional voluntary benefits such as additional life, accidental death, and critical illness
- 401K program with company-matching
- Paid time off (PTO) from 1 to 3 weeks depending on length of service
- Paid Personal Days - up to 5 days per year
- Nine (9) company-paid holidays
- Profit Sharing
- Referral program
- Length of service program for full-time employee
- Drug-free workplace
- Safe, clean, climate-controlled facility

Date: 5/6/2025



EEO STATEMENT:

Seastrom Manufacturing Co., Inc. is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, or veteran or disability status.