



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 - RECEIVING CLERK

Seastrom Manufacturing is seeking a motivated and organized individual who can thrive in a fast-paced environment while maintaining accuracy and attention to detail. The **Shipping – Receiving Clerk** is responsible for receiving, inspecting, and processing incoming materials in accordance with purchase order and AS9100 specifications.

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:

- Computer entries to receive, and if required, close purchase orders.
- Receive all material (raw material, processed parts, and distributed products).
- Review all paperwork for accuracy and compliance with the purchase order.
- Inspect all materials and products to the drawing and/or purchase order requirements.
- Generate vendor rejections for non-compliant materials or products.
- Record and process incoming customer returns (RMA's).
- Scan and save all completed purchase orders.
- Computer skills: data entry, email for internal and external communication.
- 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.
- Forklift certification will be required.
- 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 of 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 this job, the employee is required to stand; use hands to feel, handle, grab, reach, pull, push, lift and/or move from 10 to 50 pounds. Some sitting is required. 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 *(most 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 (eligible after one year of service)
- Paid time off (PTO) from 1 to 3 weeks depending on length of service
- Personal Days - up to 5 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