

## **Packaging Clerk**

### **Company Overview**

#### **High Density, High Performance, and High Reliability Products for Aerospace & Defense**

SSDI has been a pioneer in semiconductor manufacturing for over 50 years and has earned a reputation for setting the highest standards of reliability and performance. SSDI's high power and high voltage semiconductors and electronic systems meet the critical needs of many Aerospace and Defense applications.

We are seeking a **Packaging Clerk** to become an integral part of our team!

#### **Responsibilities:**

- Review new orders to ensure packaging is recognized and verified
- Work with Engineering Department to manufacture custom packaging as required
- Form packaging as needed using Formech Equipment
- Maintain packaging supplies inventory
- Coordinate with Manufacturing/Production Control for daily shipments and outside processing
- Package all products for shipments and outside processing
- Provide back up for Shipping/Receiving personnel
- Create and maintain comprehensive packaging manual for all product types with detailed photos and instructions for any special Customer requirements

#### **Qualifications:**

- Must be experienced with MS Office (Word & Excel)
- Ability to multitask and prioritize
- Ability to thrive in fast-paced environment
- Strong organizational skills
- Able to interact easily with all levels of staff, customers and vendors in a professional and courteous manner
- Able to follow verbal instructions and effectively communicate with coworkers and supervisory staff
- Must be able to communicate over the phone
- Able to generate written communications in a clear and concise manner

**Schedule:** Full-time / Monday - Friday

**Hours:** 7:00am-3:30pm

**Hourly Rate:** \$16.50 - \$18.50 - Bi-Weekly Pay Schedule (Direct Deposit Available)

*Solid State Devices, Inc. proudly offers a comprehensive benefits package including Medical, Dental, Vision, Life Insurance, Paid Time Off (PTO), Holiday Pay & 401(k) Retirement Plan.*

**Equal Opportunity Employer**