



Shipping and Receiving Specialist

Elliott Tool Technologies is looking for talented people who are passionate about work and solving customer challenges in a fast-paced, high energy work environment, and who are looking to further their knowledge and skills.

As a Shipping and Receiving Specialist, you'll be:

- Shipping products according to specification, meeting requirements.
- Receiving incoming inventory items and shipments, ensuring accuracy.
- Perform cycle counts of Stock Room locations and shelves as scheduled.
- Investigate and resolve inventory discrepancies as needed.
- Maintain order and cleanliness within Shipping and Receiving locations.
- Enforce inventory controls to prevent inventory discrepancies.
- Cross-train and perform other duties as assigned.

Why Choose Elliott Tool?

- **You will be part of an exciting and fast-paced industry.** You will helping our customers solve their business challenges by handling the day to day transactional shipping and receiving of goods necessary for our business.
- **You will be successful.** We will provide you with comprehensive training and the tools necessary to succeed and reach your full potential.
- **You will grow.** We will provide you with mentorship and an organizational structure that provides continuous learning opportunities.
- **You will be part of a culture that values integrity and mutual accountability,** a culture where people are passionate about their work and share a common vision—“Quality specialty tools for an “I need it yesterday world.”
- **You will be part of a company that values family** and supports a healthy work-life balance.
- **You will have stability.** You will be joining a profitable company with a 125 year track record of innovation and success where many of our Team Members choose to stay and grow. Our average tenure is 11 years.

What's a typical day like?

Imagine Inside Sales receives a phone call from a customer who needs quality specialty tooling and equipment to complete a job. They needed it yesterday. Every hour that production is down costs the customer \$100,000 or more. If they can't get the tooling and equipment they need, they lose a lot of money. They are counting on Elliott to provide the best solution. Can we deliver?

As the Shipping and Receiving Specialist, you receive a phone call from Sales. They've just entered a large order of 20 items with different quantities that require special packaging. They want to verify that available parts are in stock and want the order to go next-day air. It's 4:30pm. UPS picks up at 5pm.

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1760 Tuttle Avenue • Dayton, OH 45403-3428 USA

Phone: +1 937 253 6133 • +1 800 332 0447 • FAX: +1 937 253 9189

www.elliott-tool.com



- Teamwork
 - Gets along with the team. Earns the trust and confidence of the team by doing what is right, even when no one is looking. Values differences in the team, mutually accountable, and works toward a common goal.
 - Flexible and willing to work overtime, weekends and on-call as needed.

Let's talk. If you are passionate about work and solving customer challenges in a fast-paced, high energy work environment, and looking to further your knowledge and skills, then let's have a conversation. We'll keep it confidential.

Please reach out via LinkedIn or by emailing your resume with contact information to careers@elliott-tool.com. We'd love to connect with you.

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