



# MANUFACTURING ENGINEERING CONSTRUCTION CONTROLS

CORVALLIS TOOL CO.

## Shipping/Receiving Clerk

**Job title:** Shipping/Receiving Clerk  
**Location:** Philomath, Oregon  
**Terms:** Full Time  
**Benefits:** Full benefits available, PTO, 401K, Holidays, etc.

**About us:** CTC is a premier industrial equipment manufacturer for primarily the engineered wood products industry. We are a fast-paced dynamic company with a customer focused culture, producing industry leading products.

**About the role:** The purchasing/receiving clerk handles all incoming and outgoing spare parts and freight, and reports to the shop superintendent.

**Responsibilities:**

- Responsible for managing incoming and outgoing shipments.
- Coordinate and execute the shipping and receiving processes.
- Process incoming shipments, verify and document contents.
- Prepare outgoing shipments package items securely.
- Manage inventory.
- Organize stock and conduct regular audits.
- Track orders and inventory.
- Load and unload delivery vehicles safely and efficiently.
- Pick and pack orders efficiently and effectively.

**Candidate requirements:**

- Highschool Diploma or GED.
- Proficient in basic math for inventory.
- Good phone presence (good communication skills).
- Able to collaborate and perform in a team environment.
- Competent with Microsoft Office products i.e. Word, Excel, Outlook.
- An understanding of industrial machinery components.
- Experience with inventory management software is a plus.

### Contact us to apply

Send resume to PO Box 40, Philomath, OR 97370, Attn: Shop Superintendent