



APPLETON MARINE, INC.

3030 E. Pershing St. · Appleton, WI U.S.A. 54911-8671
(920) 738-5432 · Telefax (920) 738-5435

Job: Receiving, Inspection, Shipping Clerk

Status: Full Time

Location: Appleton, WI

About Us

Appleton Marine is a leading manufacturer of custom cranes, winches and specialty equipment for worldwide applications. Appleton Marine provides comprehensive product development and manufacturing services to leading companies in the marine, defense and mining industries. At Appleton, you will work with knowledgeable employees serving a global environment providing the highest quality equipment for some of the most demanding applications. We provide quality machinery and services to such customers as General Dynamics, Lockheed, Northrop Grumman, Fluor, Shell, Chevron, Exxon Mobil and the US Navy & Coast Guard. Together we will transform our customer's cutting edge ideas into market leading products through product design, product development, testing, assembly and installation in some of the most demanding environments. At Appleton, we take pride in our employees and our high quality products and services. Please consider joining our team today and experience the difference that a small company like Appleton Marine has to offer.

1. Responsibilities

- a. General
 - i. Report directly to Quality Manager
 - ii. Follow applicable procedures and processes require by our Quality Management System (QMS)
- b. Receiving
 - i. Set up and maintain files for incoming materials
 - ii. Unload material from trucks or trailers
 - iii. Inspect parts for any damage
 - iv. Compare documentation sent with parts against requirements called out on print and PO
 - v. Contact supplier for missing documents
 - vi. Contact QA, Engineering or Purchasing if supplier does not provide information as requested on a timely basis
 - vii. Tag material per procedure
 - viii. Put away material in proper location
 - ix. Input time of receipt and storage location into computer system
- c. Inspection
 - i. If instructed via the computer system or other method, perform and document any checks required and accept or reject the parts based on the results of the inspection
 - ii. Perform inspections as outlined in QMS. Initially for any shipping damage, noting on Bill of Lading if found. Opening box/crate to inspect condition and to compare parts to drawings and PO if required.

- d. Shipping
 - i. Work with manufacturing to pull and package orders for shipment.
 - ii. Set up freight as required
 - iii. Create or ensure shipping paperwork is correct and complete
 - iv. Photograph and file loads leaving the facility
 - v. Contact suppliers for custom packaging
 - vi. Order to maintain inventory of stock packing supplies
- e. Warehouse
 - i. Maintain carts, racks and floor locations in good order and accuracy
 - ii. Assist or perform inventory as directed
- f. Safety
 - i. Perform and keep records of daily checks of equipment as directed
 - ii. Wear required PPE if hazards exist
- g. Preventive Maintenance
 - i. Keep material equipment batteries charged and electrolytes topped off
- 2. Qualifications
 - a. All candidates must have legal authorization to permanently live and work in the United States without visa or employer sponsorship
 - b. Physical requirements
 - i. Must be able to lift 35 lbs
 - ii. Must be able to stand and site for long periods of time
 - iii. Must be willing to work outdoors if required in any weather if required
 - iv. Must be able to operate forklifts and overhead cranes
- 3. Education/Experience
 - a. High School diploma or equivalent
 - b. Certificate or Associates degree in related field helpful
 - c. Certification in APICS or other inventory control fields a plus
- 4. Skills/Knowledge/Abilities
 - a. Read blueprints
 - b. Use gages to inspect. Create inspection reports if needed.
 - i. Calipers
 - ii. Micrometers
 - iii. Thread gages
 - c. Use of email for internal and external communication
 - d. Use of material handling equipment to unload trucks and trailers
 - e. Ability to use cranes, slings, chains and lifting eyes to safely and efficiently handle material
 - f. Basic mechanical, electrical and hydraulic knowledge helpful
 - g. Ability to visually inspect welds helpful
 - h. Ability to work in a team environment
 - i. Possess good verbal and written communication skills.
 - j. Ability to work overtime as needed
 - k. Knowledge of basic MS Office applications (Word, Excel)

At Appleton Marine we realize that our employees are the key to our continued success. That is why we provide a stimulating environment that fosters sharing of ideas, use of the latest technology and teamwork. We support our employees as they take on new challenges, celebrate their successes and believe in sharing our profits. In addition to offering a competitive salary, ESOP ownership and bonus opportunities, Appleton offers an excellent benefits package including tuition reimbursement and medical insurance.

How to Apply

To learn more about Appleton Marine, Inc. visit www.appletonmarine.com today.

To apply for this position please send your resume to: Dillon.larson@appletonmarine.com or to the fax or mailing address listed above.

Appleton Marine, Inc. is an Equal Opportunity Employer.