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## JOB DESCRIPTION

**Job Title:** Part Identification Clerk  
**Department:** Shipping/Receiving  
**Reports To:** Plant Manager  
**FLSA Class:** Non-Exempt  
**Pay Type:** Hourly \$18.00 - \$23.00 DOE

### JOB SUMMARY

The Part Identification Clerk cleans and marks the parts as required. Verifies part configuration, quantity and part mark code, and informs QA in case of variance.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform part marking using a part mark machine, rubber stamps, and stencils.
- Responsible for part labeling and bagging/tagging.
- Cleans parts prior to marking, as required.
- Compare identifying information and materials to verify information against work instruction, drawing, work order traveler, written and oral instructions and other records.
- Maintains written and Visual Manufacturing records.
- Ship parts to stock utilizing E2 ERP system.
- Detect and report defective equipment, materials, and faulty operations to supervisor.
- Interacts with QA to verify part correctness with every order.
- Develop constructive and cooperative working relationships with others and maintain them over time.
- Assist in Shipping and Receiving and rework if needed.
- Wears PPE including gloves and safety glasses.
- Identify opportunities for process improvement and increased efficiency.
- Follow work rules and standard safety regulations at all times.
- Maintains the work area and equipment in a clean orderly condition and follows prescribed safety regulations
- Perform other duties as assigned.
- Provides constant feedback and input into process improvement within the department.
- Utilizes and abides by ISO requirements and safety procedures
- Complies with all quality policies, specifications, regulations and instructions
- Communicates thoughts and ideas, both verbally and in writing, to co-workers and management
- Attends scheduled meetings and actively participates by providing meaningful input

- Is flexible with time and schedule to assure availability to customer or company as circumstances warrant
- Communicates honestly, professionally and respectfully with others and demonstrates effective listening skills

### **QUALIFICATIONS**

To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily.

### **EDUCATION and/or EXPERIENCE**

- Ability to understand basic administrative and clerical techniques.
- One year preferred experience and /or training, or an equivalent combination of education and experience.
- High school diploma or GED required

### **LANGUAGE SKILLS**

Effectively communicate and understand job instructions both verbally and written in the English language. Ability to effectively interpret and translate instructions to other employees in a professional and respectful manner.

### **MATHEMATICAL SKILLS**

Ability to perform basic mathematical computations. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **PHYSICAL DEMANDS**

Ability to move or transfer products with an overhead crane. Ability to lift 50 lbs. when required. While performing the duties of the job, the employee is regularly required to stand, walk and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate to high.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.