



Man-Tra-Con Corporation is working with a local employer to fill the following position:

Job Title: Shipping/Receiving Clerk (EP-060222-01)

Location: Carbondale, Illinois

Salary: \$14.00 per hour

Job Description

EMAC in Carbondale, Illinois, is seeking candidates for a Shipping/Receiving Clerk position to verify and maintain records on incoming and outgoing shipments. The Shipping/Receiving Clerk prepares items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying and recording incoming merchandise or material; and arranging for the transportation of products. Other duties as assigned. This is a part-time position, working from 12:00 noon to 5:00 p.m., Monday through Friday, with potential for additional hours depending on workload.

Requirements

- High school diploma or equivalent required.
- Ability to use logic and reasoning to identify solutions, conclusions, or approaches to problems.
- Good oral and written communication skills required.
- Basic computer skills required (Word, Excel, Internet).
- Must occasionally lift and/or move up to 50 pounds without assistance.
- Must occasionally lift and/or move up to 75 pounds with assistance.
- Specific vision abilities required include close vision, distance vision, depth perceptions, and the ability to adjust focus.

About EMAC

Founded in 1985, EMAC, Inc. has provided Off-The-Shelf and Custom turnkey OEM Embedded products utilizing the latest technologies. These technologies include Sensors, WiFi, Zigbee, Bluetooth LE, GPS, Cell Modems, Audio & Video streaming/capture, FPGA, RFID and more.

How to Apply

This employment opportunity is available at no cost to you! To apply, send your resume to EmilyPerks@mantracon.org

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