



Current Opening:

SHIPPING AND RECEIVING CLERK Fulltime Hourly

About PECO:

Since our inception in 1946, Process Equipment Company (PECo) has prided itself on its innovative machines, systems, products, and services – all designed to meet the unique needs of the markets and customers we serve.

Building on the ingenuity and experience of our dedicated employees, we provide our customers with both engineered solutions and production components to help them maximize production uptime, increase through-put, improve product quality, and lower overall manufacturing costs.

PECo's quality products, technically-qualified employees, and excellent service and support help ensure your complete satisfaction

PECo serves the machining, welding, marking/traceability, assembly, gear/CMM inspection, and robotic accessory needs of the automotive, defense, power transmission, aerospace, and commercial and industrial products manufacturing industries.

POSITION REQUIREMENTS:

Seeking self-motivated, detail oriented individual for Fulltime – 1st shift position in our shipping and receiving department. Responsibilities to include all aspects of shipping and receiving, process packing slips, return goods authorization, process Fedex and UPS. Loading and unloading of freight. Coordinate shipping of machines and distribute all incoming materials. Seeking someone experienced in operating a forklift , with basic computer skills a must.