



**JOIN
OUR TEAM**

OPEN POSITION

Shipping / Receiving Coordinator

KEY RESPONSIBILITIES

Administrative Support

Answer phones, greet customers, and handle data entry for receiving products

Quality Control

Perform quality inspections following Microtech training protocols as directed

Shipping Operations

Manage UPS and FedEx systems, pack customer orders, and coordinate pickup notifications

Daily Travel

Begin shift at Fort Wayne facility, travel to Warsaw, and end shift back in Fort Wayne

Facility Maintenance

Building upkeep, shop floor duties, cleaning facilities and general maintenance

Customer Relations

Occasional delivery and pickup at customer locations, plus document filing and organization

QUALIFICATIONS

- High school diploma or GED equivalent
- Valid driver's license and ability to qualify under company driving program
- Experience with Microsoft Excel and QuickBooks preferred
- Strong communication skills and team-player attitude
- Ability to multitask and work under pressure

**To apply, send a completed application to:
laura@na-holdingcorp.com**