

Shipping & Receiving Clerk

Your tasks

- Receive raw material
- Pick products
- Packaging and labeling
- Finalize shipping documents & customs
- Hand over shipment to forwarder
- Post and book the outgoing products
- Return Defective Product
- Return Excess Supplier Material (Level3)
- Prepare deliveries
- Sort deliveries, file documents based on record retention year(s)
- Create shipping Facility Ticket to fix any items needed for shipping
- Monitor shipping pass down spiral log, replace books as needed
- Create, modify checklist for all forklift/pallet jacks1
- Update QS9000 documents to help Shipping comply to our OJT standards
- Create visual aids, update phone list, update the visual t-stands and visual wall boards
- 5s Visual compliance; Safety practices; Recycling standards
- Daily or weekly clean of assigned work areas; dust, sweep, structure, reduce /eliminate unwanted items
- Develop idea management idea's to better our shipping department
- Engage in better improving within our shipping area, reduce, lean, better utilize, implement (any aspect to help our shipper's and work as a team
- OJT compliance

Full-Time (4 days working, 4 days off):

Working hours: 9:30pm-8:00am (night shift)

Your profile

BASIC QUALIFICATIONS:

- High School Diploma or GED equivalent
- 2 years' experience in customer service, shipping and receiving, or other related field
- Proficient with Microsoft Office
- Excellent interpersonal and communication skills interfacing with suppliers and customers
- Strong problem-solving skills
- Willingness to learn and manage core tools
- Highly motivated, capable of working with limited supervision

Ability to speak, read & write in English

No relocation offered for this position.

No Visa offered for this position.

PREFERRED QUALIFICATIONS:



Job ID

REF2228A

Field of work

Logistics

Location

New Braunfels

Leadership level

Leading Self

Job flexibility

Onsite Job

Legal Entity

Continental Autonomous

Mobility US, LLC

- Knowledgeable in SAP System
- 4 years' experience in customer service, shipping and receiving, or other related field
- Excellent problem-solving abilities
- Forklift operating experience

Physical Requirements:

- Ability to lift, push, pull, or carry up to 40 lbs. unassisted
- Ability to stand, walk, stoop, kneel, crouch, or reach for 10+ hours per day
- Ability to bend at waist and perform repetitive foot and hand action for 10+ hours per day
- Ability to work on a manufacturing shopfloor environment
- Must wear company-provided ESD safety-toed shoes, smock, and other PPE in required areas

Ability to speak, read & write in English

No relocation offered for this position.

No Visa offered for this position.

Our offer

All your information will be kept confidential according to EEO guidelines.

EEO-Statement:

EEO / AA / Disabled / Protected Veteran Employer. Continental offers equal employment opportunities to all qualified individuals, without regard to unlawful consideration to race, color, sex, sexual orientation, gender identity, age, religion, national origin, disability, veteran status, or any other status protected by applicable law. In addition, as a federal contractor, Continental complies with government regulations, including affirmative action responsibilities, where they apply. To be considered, you must apply for a specific position for which Continental has a current posted job opening. Qualifying applications will be considered only for the specific opening(s) to which you apply. If you would like to be considered for additional or future job openings, we encourage you to reapply for other opportunities as they become available. Further, Continental provides reasonable accommodations to qualified individuals with a disability. If you need assistance in the application process, please reply to Careers@conti-na.com or contact US Recruiting at 248.393.5566. This telephone line and email address are reserved solely for job seekers with disabilities requesting accessibility assistance or an accommodation in the job application process. Please do not call about the status of your job application, if you do not require accessibility assistance or an accommodation. Messages left for other purposes, such as following up on an application or non-disability related technical issues, will not receive a call back.

Ready to take your career to the next level and join us at the start of something extraordinary? Apply now to become a part of our company and drive the future mobility together with us!

About us

Continental develops pioneering technologies and services for sustainable and connected mobility of people and their goods. Founded in 1871, the technology company offers safe, efficient, intelligent and affordable solutions for vehicles, machines, traffic and transportation. In 2021, Continental generated sales of €33.8 billion and currently employs more than 190,000 people in 58 countries and markets. On October 8, 2021, the company celebrated its 150th anniversary. The Automotive group sector comprises technologies for passive safety, brake, chassis, motion and motion control systems. Innovative solutions for assisted and automated driving, display and operating technologies, as well as audio and camera solutions for the vehicle interior, are also part of the portfolio, as is intelligent information and communication technology for the mobility services of fleet operators and commercial vehicle manufacturers. Comprehensive activities relating to connectivity technologies, vehicle electronics and high-performance computers round off the range of products and services.

Join the New Braunfels, TX team for the exciting journey of a new facility start-up (Greenfield). The \$110 million facility will manufacture Advanced Driver Assistance Systems for automated and assisted driving.