

Nachi Robotic Systems supplies a wide range of robots and successful turnkey solutions for many applications including: spot welding, arc welding, sealing, material handling, machine tending, material removal, foundry, forging, packaging/palletizing and assembly. Come join a world leader in robotics at Nachi Robotics Systems. Our US headquarters located in Novi, Michigan is expanding to accommodate a growing, wide-range of customers.

**POSITION OVERVIEW:** To oversee all aspects of shipping, receiving and inventory.

**PRINCIPLE RESPONSIBILITIES:**

1. Maintains physical inventory and disbursement of controlled products.
2. Receives and inspects all in-coming products.
3. Disburses all project and inventory parts.
4. Controls non-conforming product.
5. Logs and tracks customer supplied products.
6. Monitors freight rates, authorizes and schedules shipments, approves international shipments.
7. Processes shipping/receiving insurance claims.
8. Maintains receiving records/files.
9. Organizes and maintains controlled goods storage area.
10. Coordinates physical inventory of controlled products.

**REQUIREMENTS:**

1. Reading, mathematical, verbal and written communication skills.
2. Experienced in logistics management.
3. Experience in International shipments
4. Operating system software knowledge and basic computer literacy in Microsoft office.
5. Ability to handle multiple tasks and prioritize.
6. Attain certification as Notary Public
7. Ability to lift 50 pounds.

**Physical Requirements:** Work is performed in atypical plant environment with a variety of physical effort and strain required. Incumbent is often exposed to hazardous equipment and chemical. Individual must be able to lift up to 50 pounds.

**BENEFITS:**

Nachi Robotic Systems provides a comprehensive benefits package including medical, dental and vision insurance, 401K plan with employer match, paid time off, and tuition reimbursement.

Nachi Robotic Systems Inc. is an equal opportunity employer and makes employment decisions without regard to race, color, religion, creed, gender, national origin, disability, marital or veteran status, sexual orientation, or any other legally protected status.