



February 14, 2020

RE: Job Posting

Shipping and Receiving Clerk

Clarke Precision Machine, Inc. currently has a job opening for a shipping and receiving clerk in Wytheville, Virginia. Previous experience operating a forklift in a manufacturing environment preferred. The ideal candidate will have a good technical aptitude with the ability to read and understand blueprints, a general knowledge of computer operation and data entry skills, and a strong work ethic. Basic requirements of all candidates are safe work practices, integrity, the willingness to work as a team, the desire to learn, and a commitment to customer quality and satisfaction.

Benefits Include:

- Day Shift 4.5 Day Work Week – Monday thru Thursday with ½ day Friday
- Paid Time Off – 10 Paid Holidays and Vacation Accrual up to 4 Weeks
- 100% Company Sponsored Health Insurance for Employees
- Safe Harbor 401k Retirement Plan – Employer Matching up to 4%
- Dental, Vision, Life, and Disability Plans Available

Please apply in person at 325 Stafford Umberger Drive, Wytheville, Virginia, 24382 or by sending your resume to melissairvin@clarkepm.com