



LOGISTICS SPECIALIST

Job Responsibilities

- Fully participate in and support the Fulcrum Concepts Quality Management System
- Receiving Responsibilities:
 - Download shipment from carrier manually or using forklift
 - Verify shipment contents against packing list
 - Inspect parts for condition/damage
 - Create receiver for shipment in Quantum ERP system
 - Scan shipping documents onto receiver
 - Deliver manufactured parts to inspection; package, label, and place off-the-shelf parts in inventory location; properly package stock prior to storing
 - After inspection of manufactured parts, notify Supply Chain Office of raw parts that need additional finishing or other work
- Transport Responsibilities:
 - Transport parts that require finishing to and from vendor
 - Label and place finished parts on the shelf or issue parts to current projects
- Picking Responsibilities:
 - Pick, label, and issue parts from pick list for projects
 - Notify Supply Chain Office of any shortages
- Kitting Responsibilities:
 - Kit and label projects against customer purchase orders
 - Package kits in shipping container
- Shipping Responsibilities:
 - Review customer purchase orders for shipping and packaging requirements
 - Measure and weigh shipments; prepare bill of lading for shipment
 - Gather quotes and negotiate cost with carriers
 - Create mailing labels and necessary shipping documents for domestic and international shipments within UPS World Ship, Fed Ex accounts, and 3PL
 - Schedule shipments with carriers; pre-position shipments for carriers
 - Load shipment onto carrier vehicles manually or using forklift as needed

Give me a lever long enough, and a fulcrum on which to place it, and I shall move the world - Archimedes



804.785.1017
804.785.1081 [fax]



FulcrumConceptsLLC.com
info@FulcrumConceptsLLC.com



1776 Patriot Way
Mattaponi VA 23110

- Provide tracking information to PM and/or Accounting, as required
- **Additional Responsibilities:**
 - Coordinate with Supply Chain Management on current and upcoming stock needs
 - Responsible for keeping records of all products shipped and received
 - Keep track (and records) of parts that are out on Repair Orders with vendors; temporarily file travelers for parts that are out on repair orders.
 - Requisition packing supplies and containers as required; develop standardized packaging for products
 - Deliver and retrieve inventory to and from storage areas
 - Physically perform and document quarterly stock inventory to ensure accuracy of ERP; inventory stock locations as parts are picked
 - Stock shelves and rotate inventory using FIFO method; may receive, store, and ship flammable, explosive or caustic and hazardous material
 - Prepare damage claims for supervisor's review and signature; prepare RMA (return merchandise authorization)
 - Account for company property

Knowledge and Experience

- High attention to detail; possess organizational skills
- Able to work with a team
- Possess good communication skills
- Experience in Supply Chain activities, preferably in a manufacturing environment, specifically experience with an enterprise planning software, preferred
- Experience operating a forklift; ability to lift more than 15 pounds
- Ability to operate a Windows based personal computer system; experience with computers, business equipment or other electronic fields

Education

- High School Diploma or equivalent education level as a minimum requirement
- Associate degree or 5+ years of logistics and/or aviation parts experience preferred

Benefits include:

- 401(k) Safe Harbor Savings Plan
- Medical, Dental, and Vision Insurance Plans
- Short and Long Term and Disability
- Vacation and Sick Leave Packages



- 12 Paid Holidays each year
- 9/80 Work Schedule

The assigned personnel are responsible for the listed duties and responsibilities plus any other direction and responsibilities assigned by the Managing Members.

Fulcrum Concepts, LLC is a service disabled, veteran-owned, small business that provides innovative services and products to solve requirements for its customers. Fulcrum Concepts, LLC specializes in solutions for tactical aviation organizations and is structured to provide comprehensive solutions that begin with an initial requirement and end with fielded products. At Fulcrum Concepts, the unique combination of operational experience and a robust aerospace engineering capability enable the company to provide elegant, lightweight, enduring solutions for its customers.

Fulcrum Concepts, LLC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Fulcrum Concepts, LLC complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

