



S. HIMMELSTEIN & COMPANY

2490 Pembroke Avenue
Hoffman Estates, IL 60169
847-843-3300

saleshr@himmelstein.com
www.himmelstein.com

Shipping/Receiving Clerk

Hoffman Estates/Chicago Area

\$16.00 to \$18.00 per hour

S. Himmelstein and Company is the pioneer of the torque sensing industry, providing precision sensors to businesses and organizations that depend on physical measurements for product development and performance testing as well as manufacturing quality control/verification testing of their equipment.

At S. Himmelstein and Company, we are currently seeking hardworking, talented individuals to fill our open positions and help us grow. When you join Himmelstein, you're working for a successful company that is interested in helping you advance your skills and career.

Requirements:

- High School diploma or GED
- Must be 18 years of age or older
- 2 to 3 years previous shipping experience
- Utilization of hand tools
- Forklift/pallet handler experience
- Ability to lift oversized/weighted packages
- Punctuality and good attendance a must

Responsibilities:

- Receive incoming packages and assign them to the proper department
- Check incoming packages for proper shipping techniques and inspect for damage
- Check incoming materials against bills of lading. Packing slips, etc. Verify nomenclature and identification.
- Receipt of raw materials using forklift and pallet jacks
- Package outgoing products correctly to assure safe delivery
- Keep inventory of shipping supplies

What's In It for You: Team Himmelstein Benefits

- Paid Health Insurance
- Company-paid Basic Life Insurance
- Short-Term Disability Insurance

- Extensive Growth Opportunities
- Generous PTO and paid holidays for full time employees
- Extra cash opportunities through company incentive program

Immediate start for the right candidate. Salary negotiable depending on experience. If you believe that you are the right fit, have the skills and expertise to add to our existing team and are looking to join a company where progression is a core value, please apply at saleshr@himmelstein.com.

Candidates for all positions with S. Himmelstein and Company must be legally authorized to work in the United States on a permanent basis. Verification of employment eligibility will be required at the time of hire. Visa sponsorship is not available for any positions with Himmelstein.