

TDK is one of the world's largest producers of multi-layered chip capacitors, with facilities in five countries. TDK's advances in thin film technology and commitment to customer satisfaction have provided the fuel for this growth. Smaller case sizes, higher capacitance per unit area, and innovative packaging styles are all evidence of this commitment.

Since 1986 TDK Components USA, Inc. has been distributing capacitors to customers in North and South America, and has recently started distribution to Europe. Many of our customers are in the automotive industry.

We are looking for a shipping clerk to ensure smooth production flow and perform product inspections. If you are looking for a great team with outstanding benefits including a pension, this is your job.

Essential Duties / Job Responsibilities

- Facilitates smooth flow of lots through the process by promoting good communication, cooperation, and teamwork through all departments and related departments.
- Helps maintain a neat, clean, and orderly arrangement in the work area by supporting 5S activities.
- Performs the job assignment according to the Operation / Inspection Standard and point of my work for the assigned process area.
- Prepares the work area with the necessary items to ensure efficient and accurate process flow.
- Ensures safety by using the proper personal protective equipment when required and by having it conveniently available at all times while in the work area.
- Handles all chemicals and other hazardous materials according to the Material Safety Data Sheets.
- Performs work one lot at a time to avoid mixing lots.
- Record the proper information on required process paperwork, charts, check lists or other control sheets.
- Notifies the Shipping Lead and/or Supervisor if there is an accident or any abnormal situation concerning the product or work environment.
- Performs other work-related duties designated by a supervisor or other management equivalent personnel.

Qualifications:

High School Diploma or equivalent.

Must have basic math skills, the ability to perform duties in an organized and timely manner, manual dexterity, ability to read and understand manuals and standards, and good hand to eye coordination.

Physical Demands:

While performing the duties of this job, the employee is required to walk, sit, stand, use hands to finger, handle, or feel objects, reach with hands and arms, see, talk and hear. Periodic lifting of 50 pounds.

Work Environment:

While performing the duties of this job, the employee is in a controlled physical environment protected from the weather conditions prevalent at the time. The noise level in the work environment is minimal.

